DISTRICT HEALTH DEPARTMENT NO. 2

Nurse Program Coordinator – RN

Position Type: Full-Time | Non-Exempt | AFSCME

Location: Onsite | West Branch, Michigan

Pay Rate: $28.54/hour

Why Join Us?

Our mission is to provide leadership in promoting environmental and personal health through health promotion, disease detection, disease prevention, education, and regulation.

- Meaningful, mission-driven work
- Collaborative and supportive team environment
- Comprehensive benefits package including MERS retirement with match, health insurance, and paid days off

Make a Difference in Public Health

District Health Department No. 2 (DHD2) is seeking an experienced and dedicated Registered Nurse to coordinate our Immunization and Communicable Disease programs. This position plays an important role in protecting the health of our communities through disease prevention, investigation, education, vaccination, and effective public health response.

In this role, you will coordinate program activities, support and guide staff, monitor program requirements and performance, and help ensure DHD2 is prepared to respond to communicable disease concerns within our communities. You will work closely with healthcare providers, schools and state and local partners, to strengthen immunization efforts, prevent the spread of disease, and maintain high-quality public health services.

Key Responsibilities

- Coordinate designated public health programs and services, monitor performance measures, and support program evaluation and continuous quality improvement to ensure compliance with program requirements, agency policies, accreditation standards, and public health best practices.
- Support immunization services and initiatives, including vaccine administration, education, outreach, and efforts to improve vaccination coverage within DHD2 communities.
- Communicate and collaborate with healthcare providers, schools, community organizations, MDHHS, and other partners to promote disease prevention, timely reporting, appropriate follow-up, and coordinated public health response.
- Coordinate and support communicable disease investigations, follow-up, surveillance, reporting, and response activities in accordance with established protocols and regulatory requirements.
- Plan and participate in community clinics, outreach events, and public health initiatives.
- Train, mentor, and serve as a resource for staff within assigned programs and program requirements.
- Represent DHD2 at local, regional, and statewide meetings, and facilitate program staff meetings.
- Build and maintain collaborative relationships with healthcare providers, schools, community organizations, and other partners to strengthen referral networks and improve community health outcomes.
- Maintain accurate, timely, and confidential documentation in accordance with HIPAA, agency policies, accreditation standards, and regulatory requirements.
- Prepare for and participate in Michigan Department of Health and Human Services and other regulatory agency program reviews, ensuring compliance with minimum program requirements and accreditation standards.
- Travel regularly throughout the DHD2 service area.

What We're Looking For

Minimum Qualifications:

- Current Registered Nurse (RN) license
- Successful completion and maintenance of Basic Life Support (BLS) certification.
- Proficiency with Microsoft Office and general computer systems
- Reliable transportation; and valid Michigan driver's license and proof of insurance

Preferred:

- Bachelor's degree in Nursing (BSN)
- Experience in public health nursing, case management, community health, or program coordination.
- Experience with quality improvement, accreditation, grant-funded programs, or regulatory compliance.

Work Environment & Physical Requirements

This position primarily works in clinic and office settings, with travel to community locations. Responsibilities may include:

- Standing, bending, and moving throughout clinic or home environments
- Occasional lifting up to 25 pounds
- Exposure to bloodborne pathogens (Category A) with full OSHA-compliant protections in place
- Participation in emergency response activities as needed

How to Apply

If you're ready to advance your public health career while making a lasting community impact, we encourage you to apply. Applications are available at District Health Department No. 2 offices and on our website at www.dhd2.org.

Submit application and resume to:

Email: hleforce@dhd2.org	**OR**	Mail / Dropoff: District Health Department No. 2 630 Progress St. West Branch, MI 48661

Note: An application must be completed prior to interview.

Equal Opportunity Employer

District Health Department No. 2 is an Equal Opportunity Employer committed to building a diverse, inclusive, and culturally competent workforce.

This position will remain posted until filled.