

Monroe County
Public Health Nurse Program Coordinator

Department: Public Health

Wage Grade: Rye 12

FLSA Status: Non-Exempt

Affiliation: TPOAM Union

GENERAL SUMMARY:

Under the supervision of the Personal Health Director, coordinates and administers assigned programs within the Health Department, such as Communicable Disease, Immunizations, Women, Infant and Children (WIC), Maternal and Infant Support Services, Children's Special Health Care Services, and/or Family Planning program. Implements, evaluates and ensures compliance with state guidelines within these programs. Coordinates services with clients, families, physicians, hospitals and other community resources. Provides comprehensive nursing services to clients including, assessment, teaching, counseling and prevention services.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Directs the assignment of cases to staff. Continuously monitors caseloads to ensure smooth flow of patient care, compliance with physician orders, conformity to accepted nursing standards and proper assessment.
- Evaluates and implements various aspects within assigned program ensuring compliance with state guidelines. Update staff on new or revised regulations and guidelines.
- Serves as consultant to assist staff in resolving problems and suggesting alternative treatment approaches. Accepts referrals to appropriate programs and makes assignments.
- Receives and responds to calls from patients, families, physicians and insurance companies, while attempting to resolve problems and concerns. Coordinates services with patients, physicians, nursing homes, hospitals and other community resources. Attempts to ensure that resources are utilized in the most useful and cost-effective manner.
- Provides comprehensive nursing services including assessment, teaching, counseling and prevention services to individuals, families and groups. Maintains patient records and program activity records and prepares required reports.
- Performs audits and prepares and submits monthly reports to appropriate government agencies as required.

- Assists supervisors to prepare policies and procedures for appropriate programs to facilitate an efficient workflow of services and billings. Assists supervisors to gather statistics and prepare reports.
- Represents the agency on community boards and task forces concerned with community and public health issues. Provide information about services and participating in the assessment of community needs to establish or revise public health programs, policies and procedures.
- Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with the Health Department policies and procedures.
- During a public health emergency, may be required to report for specialized assigned duties or perform emergency response roles, inside or outside Monroe County.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education: Possession of a Bachelor Degree in Nursing or equivalent in nursing experience.

Experience: Three years of professional experience in a county health department, hospital or other health care organization working directly with medical providers, patients and community organizations.

Licenses and Certification:

Possession of a current license to practice as a Registered Nurse in the State of Michigan. Possession of a valid Michigan driver's license.

Other Requirements:

Knowledge of:

- Information and techniques needed to diagnose and treat human injuries, diseases and deformities.
- Principles, methods and procedures for diagnosis, treatment and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- Principles, practices and program parameters related to various areas of public health and divisional services
- Principles and practices of service program development and service delivery to varied populations
- Research, data analysis and report preparation techniques
- Department mission, vision, goals, and objectives to carry out assignments

- Principles and processes for providing customer and personal services including customer needs, meeting quality standards for services and evaluation of customer satisfaction

Skill in:

- Communication with management, clients, and co-workers
- Planning, organizing and directing a specified health program and related activities
- Setting priorities, coordinating multiple projects and meeting critical deadlines
- Active listening, asking appropriate questions, taking time to understand and not interrupting others
- Talking to others to convey information effectively
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Being aware of others' reactions and understanding why they react as they do
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Teaching others how to do something
- Consideration of the relative costs and benefits of potential actions to choose the most appropriate one
- Computer applications such as Insight (MCHD's EHR), MI-WIC, Google docs, calendar, etc.

Ability to:

- Exercise leadership
- Communicate information and ideas in speaking so others understand
- Maintain confidentiality of sensitive and confidential information obtained through the course of completing assignments (e.g. and personnel related issues, projects)
- Communicate information and ideas in writing so others understand
- Speak clearly so others can understand
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- Identify when something is wrong or is likely to go wrong
- Arrange items or actions in a certain order according to set rules

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

- Stooping and bending to examine patients
- Ability to travel throughout the county to various locations
- Ability to access clients in their homes
- Ability to access office files
- Ability to enter and access information using a computer

Working Conditions:

Works in office conditions and travels throughout the county to visit clients. May travel statewide to attend meetings.