

Job Title: Public Health Nurse Coordinator
Department: Public Health
Reports to: Administrator
Effective Date: November 2020

Job Summary:

Professional public health nursing position responsible for coordination, provision and promotion of Missouri Department of Health and Senior Services (DHSS) programs and local public health services. Work closely with the agency Administrator in DHSS contractual issues and responsible for assuring compliance with DHSS standards in designated public health programs and services and local public health policies. Work independently within established policies, applicable federal and state laws and program guidelines, with nursing functions carried out under direction of agency medical director. Complete and maintain CPR and First Aid Instructor certification and oversee CPR, first aid, and AED classes. Supervises Public Health Nurse(s). Additional training for FEMA Emergency Preparedness may be required.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new public health nursing staff.
- Oversees the daily clinical workflow of the public health department.
- Monitor quality of work, providing constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.
- Performs other related duties as assigned.

Duties/Responsibilities:

- Receives and processes public health service requests and works closely with other health care providers, support groups and families in referrals to and from agency in accordance with established procedures.
- Works closely with medical community, Department of Health and Senior Services, and other agencies and officials as necessary to meet public health program goals.
- Perform nursing duties, as necessary, in homes, schools and off-site clinics.
- Maintain awareness of programs, regulations and procedures.
- Participate in agency strategic planning to determine goals, services, and quality improvement.
- Review health programs for conformance to applicable laws, rules and regulations, as well as agency policies and procedures.
- Coordinates contract and monitoring of the CORE, Maternal & Child Health (MCH), Child Care Health Consultation (CCHC), and other contract programs.
- Annual review of Public Health policies, procedures, and standing orders with agency medical director.
- Provides clinical services, to include, but not limited to: pregnancy testing and education; temporary Medicaid; CPR/First Aid instruction classes; communicable disease surveillance, testing, investigating, reporting and treatment; immunizations; blood pressure checks; phlebotomy; school screenings and education; child care health education; lead testing; and public health education/promotion.
- Maintains clinical records and statistics for compliance and reporting purposes.
- Other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.

- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Demonstrate initiative and accepts responsibility in completing job duties.
- Comply with policies and procedures.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

Current Missouri professional nursing license.
 Bachelor’s preferred, but not required.
 At least two years related experience required.

Physical Requirements:

Sitting for extended periods at a desk, and working on a computer.
 Ability to communicate verbally and in writing with customers, vendors, management, and co-workers.
 Regular use of telephone and email for communication is essential.
 Hearing, vision, and speaking within normal ranges.
 Ability to perform keyboarding skills.
 Ability to stand, greet customers, vendors, management, and co-workers
 Good manual dexterity for use of common office equipment such as computers, calculator, copiers, and fax machines.
 Able to lift or carry up to 40 pounds.

Acknowledgement:

I acknowledge that I have read and understand the responsibilities assigned to this position.

 Employee Name

 Employee Signature

 Date

I acknowledge that this job description is an accurate description of the responsibilities assigned to this position.

 Supervisor Name

 Supervisor Signature

 Date

The above job description is intended to describe the general nature and level of work being performed by this job. It is not intended to be an exhaustive list of all responsibilities and activities of this position.