

## **PUBLIC HEALTH NURSE COORDINATOR**

**GENERAL STATEMENT OF DUTIES:** Performs broad professional public health nursing functions, including responsibility for planning, organizing and performing related work; coordinates various health programs among health and social service agencies; develops related program activities; works independently under general supervision; performs related duties as required.

### **STATEMENT OF TASKS:**

Participate in evaluating health trend and define, assess, and understand the health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.

Perform basic public health sciences including behavioral and social sciences, biostatistics, epidemiology, environmental public health, and prevention of chronic and infectious diseases and injuries.

Coordinates health services among Genesee County Health Department, hospitals, physicians, other health professionals and social agencies;

Improves referral system and provides greater access to health services for persons in need;

Works to promote and maintain the health of individuals, families and the community through teaching, counseling and appropriate preventive and rehabilitative measures;

Assists in evaluating health needs and participates in the planning and implementation of various public health programs;

Organizes and instructs volunteers or other community professionals;

Develops and coordinates implementation of special programs;

Provides routine direction to other employees;

Prepares reports and maintains records as required;

Collects appropriate data to perform quality assurance and evaluate programs.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practice of public health nursing;

Applies theory and scope of practice of public health nursing to professional practice;

Knowledge of public health laws;

Knowledge of the functions of other health and social agencies and their relationships to public health program;

Ability to apply ethical principles

Ability to identify, interpret, and implement public health laws, regulations, and policies related to specific programs;

Ability to communicate effectively both in writing and orally, or in other ways;

Ability to identify the role of cultural, social, and behavioral factors in determining the delivery of public health services;

Ability to develop and adapt approaches to problems that take into account cultural differences;

Utilizes leadership, team building, negotiation, and conflict resolution skills to build community partnerships;

Contributes to development, implementation, and monitoring of organizational performance standards and supplies;  
Ability to follow organizational policies and procedures;  
Ability to attend work regularly and to work under stressful situations;  
Ability to understand and carry out detailed instructions of a technical or professional nature;  
Comprehensive knowledge of the basic principles, practices and techniques of nursing and public health nursing;  
Comprehensive knowledge of public health methods and practices;  
Knowledge of the function of health and social agencies and their relationships to the public health program;  
Ability to plan, coordinate and implement public health nursing programs;  
Ability to provide direction and coordinate the activities of others;  
Ability to work effectively with officials of other agencies;  
Ability to attend work regularly and work under stressful conditions.

**MINIMUM QUALIFICATIONS:**

Bachelor of Science in Nursing (BSN) and one (1) year of experience in public health nursing.

OR

Associates Degree in Nursing (ADN) and one (1) year experience in public health nursing and completing Bachelor of Science in Nursing (BSN) within 5 years of being in position.

**SPECIAL REQUIREMENTS:**

Must be registered as a nurse in the State of Michigan or possess a temporary permit pending final registration. Employees in this classification must possess a valid Michigan driver's license and must have a vehicle for use on county business.

Established: October 1, 1979  
Revised: January 5, 1987  
Revised: January 6, 1999  
Revised November 25, 2008.  
Revised: May 20, 2019

  
Human Resources Director