JOB ANNOUNCEMENT
November 17, 2016

JOB TITLE:          Public Health Nurse II – Family Planning Coordinator

SALARY:            Pay Grade 74; $48,678 minimum annual salary (salary is negotiable depending on experience)

FRINGE BENEFITS:   Annual and sick leave; holidays; employee medical/life/dental/liability insurance; dependent insurance available at group rates; state retirement plan; 401k

TYPE POSITION:     Full time

LOCATION:         Burlington, NC

CLOSING DATE:     December 1, 2016

ESSENTIAL JOB DUTIES: This is a professional intermediate level position that develops, plans, coordinates, supervises and directs a team of nursing staff in the Family Planning program. Specific duties include: coordination/program management, which includes but is not limited to staff training; assist with recruitment of Family Planning staff; provide and conduct orientation of new Family Planning staff; responsible for program management; review program policy and procedures to assure contract addendum is met; write new policies and procedures as indicated; identify program needs and develop goals; plan, organize, and monitor daily clinic activities; schedule staff clinic assignments; direct and implement measures to manage workload and productivity of staff; monitor encounters for correct coding and billing for Medicaid and insurance reimbursement; keep accurate pharmacy and supply records; consult with pharmacist on pharmacy needs; plan and coordinate for students; inform and consult with Nursing Supervisor and Nursing Director of program operations; collaborate with medical director, providers, other coordinators to ensure effective service delivery; collaborate with school nurses and school system staff to develop strategies to meet the needs of teens; plan, conduct and attend necessary or required meetings; collaborate with health education for media review of educational materials; provide community outreach on Family Planning program; staff emergency shelters as mandated by the State Public Health Office; and perform additional duties as required by the Nursing Supervisor, Nursing Director and Health Director.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of and skill in the application of nursing theory, practices, principles, and techniques employed in the field of public health and related programs; considerable knowledge of and ability to apply the principles and practices of public health; considerable knowledge of available resources and organizations and the ability to coordinate these as needed; general knowledge of current social and economic problems relating to public health. Ability to plan, coordinate, and supervise the work of others; ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions; ability to secure the cooperation of clients, to elicit needed information, and to maintain effective working relationships; ability to record accurately services rendered and to interpret and explain records, reports, and medical instructions.

ESSENTIAL PHYSICAL ABILITIES: Light type work (exerting up to 20 lbs. of force) with physical abilities that include: climbing, kneeling, crouching, reaching, standing (for sustained periods of time), walking, pushing, pulling, lifting, fingering, grasping, feeling, talking and hearing. Subject to repetitive motion of the wrist, hands, or fingers. Require close visual acuity for job duties such as transcription, extensive reading, operating, computer terminal and measurement devices; and ability to work outside and inside extreme environmental conditions. May be exposed to blood or body fluids in performance of job duties.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Graduation from a four-year college or university with a B. S. Degree in Nursing which includes in a Public Health Nursing rotation and one year of Public Health Nursing experience; or graduation from an accredited school of professional nursing and two years of professional nursing experience including one year in public health; or an equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATIONS: A current license to practice as a Registered Nurse in North Carolina by the N. C. Board of Nursing. Valid N.C. driver’s license and have access to a personal vehicle.

APPLICATION PROCESS: Visit www.alamance-nc.com, click “Online Services” then select “Jobs.” Click on the specified job title to view the announcement and click “Apply Now” to submit an online application. Call (336) 570-4034 for questions or if unable to apply online.

SELECTION PROCESS: Selection will be by structured interview. Applications will be reviewed to select the best-qualified applicants for admission to interview.

EQUAL OPPORTUNITY EMPLOYER
An official Alamance County Application for employment is required for all vacancies and must be received on or before the closing date. Resumes will not be accepted unless accompanied by an application form.

Alamance County is a drug-free workplace. Following the interview and selection process for this position, appointment will be contingent upon the completion of a reference check and the applicant testing negative in a drug screening test. A criminal background investigation will be completed. A driving history will be obtained through the Department of Motor Vehicles if the employee will be operating a county vehicle.

In compliance with the Immigration Reform and Control Act of 1986, Alamance County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the U.S.