

Employment Opportunity Announcement

**Huron County Health Department
1142 South Van Dyke Road
Bad Axe, Michigan 48413
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An Equal Employment Opportunity Employer

Date: February 3, 2022

Office Hours: 8:00 AM - 4:00 PM

Monday thru Friday

Position Title: Program Coordinator 1.0 FTE

Department: Public Health

Salary: Pay Grade 10 (\$22.52 - \$28.47 per hour – based upon experience)

Benefits: Blue Cross Blue Shield – Medical, Dental & Vision (no premium cost to employee)
MERS Defined Benefit Retirement Plan; Personal/Sick Leave; Annual Leave; Paid
Holidays; Life Insurance

Duties:

Under supervision of the Health Services Director, the Program Coordinator is responsible for the daily operations and personnel of their respective department. The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assists with activities of staff, staff evaluation and disciplinary action.
- Oversees the daily activities of the program and ensures compliance with all federal, state, and local guidelines and or laws; integrates, develops, implements, and assists with quality assurance including program record maintenance.
- Assisting in providing orientation, training, and in-servicing of staff in relation to program.
- Uses nursing process to assess, plan, implement, reassess, and reevaluate health services.
- Assists in planning, implementing, and overall evaluation of program.
- Provides assistance in the development of policies and procedures.
- Promotes positive public relations and community education; promotes effective communication and cooperation with other health providers and/or community agencies.
- Integrates program with other programs.
- Prepares various reports and other documentation.
- Represents the Health Department in community and inner agency projects through attendance at appropriate meetings and committees.
- Provides input and may assist with budget preparation; monitors budgets and program statistics
- Provides input and assists in grant development.
- Assists with the ordering of department/program equipment and supplies.
- Performs program specific job responsibilities as outlined in Division Policy and Procedure Manuals.
- Complies with MIOSHA, OSHA, HIPAA, ARRA, HITECH (as applicable) and other regulations that pertain to the agency.
- Perform Emergency Response roles as required.
- Participates in Continuous Quality Improvement (CQI) activities as requested.

Required Knowledge, Skills and Abilities:

Michigan License to practice as a Registered Nurse

Bachelor's degree in nursing

Three to six years relevant work experience, including community health nursing.

Other Requirements:

A valid Michigan driver's license to operate a county vehicle is required.

Ability to safely operate a vehicle; use of an insured vehicle as needed for official LHD business.