

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Nurse Coordinator</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BE07</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Series	<u>Nursing</u>

PRIMARY PURPOSE:

Coordinates nursing services for the Springfield-Greene County Health Department.

SUPERVISION:

Under the supervision of the Health Program Administrator assigned to Maternal, Child, and Family Health; supervises assigned nursing staff including RNs and support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates community and public health nursing program planning, direction, development, and evaluation.
2. Coordinates and supervises nurse program delivery and services to assure a high quality of professional nursing service and maintenance of agency standards regarding maternal and infant care, prenatal case management, immunizations, chronic disease, infectious disease, health screening clinics, child abuse, personal health and other preventive health programs.
3. Supervises assigned nurses and support staff including determination of staffing requirements, coordination of staff work assignments, performance evaluations, recommendation and implementation necessary disciplinary action, staff training and appropriate career development opportunities.
4. Handles recruitment, orientation, evaluation and staff development activities for nursing and support staff personnel.
5. Meets with professional, civic, and volunteer groups and individuals to plan, promote, implement, and evaluate community and public health programs.
6. Serves as a community resource for area professionals, schools, and public by responding to requests for education and information, through serving on community collaboratives and by providing clinical and field experiences for nursing students.
7. Conducts studies, prepares reports, and establishes and maintains records.
8. Provides direct nursing services as needed.
9. Travels to off-site locations for the purpose of performing job duties.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, and seminars for professional development purposes.
2. Assists with epidemiological investigations in the home, school, or community, and evaluates collected data and implements appropriate follow up as needed.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and equipment involved in community and public health nursing; public health resources; effectively directing and leading the work of others.

Abilities

Effectively plan, direct and coordinate the work of nursing and support staff; develop, organize and conduct educational programs and community health studies; interpret and comply with federal and state public health laws and regulations; effectively apply negotiating and problem solving techniques; demonstrate effective decision-making and sound judgment; keep effective and detailed records; prepare and maintain reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, health professionals, and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor's Degree in Nursing (BSN) plus three years of nursing experience of which two years has been in responsible public health nursing; or graduation from an accredited diploma school of Nursing plus four years of nursing experience of which two years has been in responsible public health nursing; or a Master's Degree in Nursing, Public Health, Health Administration or a related field, plus two years of experience in responsible public health nursing. One year of supervision experience is preferred. Any combination of education and experience equivalent to the above requirements will be evaluated.

Physical Requirements

Performs bending, squatting, kneeling, and reaching to both ground level and overhead; must be able to lift up to approximately 30 pounds; hold and grip objects; must be able to distinguish colors due to health assessments dealing with body fluids and certain screening tests.

Working Environment

Primarily indoors with heating and cooling regulated in an office environment; may be subjected to extreme weather conditions or temperatures when traveling to off-site locations; subject to chemical hazards associated with cleaning supplies and antiseptics as well as safety hazards involved with working with needles and body fluids; possible exposure to disease due to contact with symptomatic and asymptomatic patients; subject to strong fumes and odors.

Licensing/Certification

Must possess and maintain a certificate as a Registered Nurse as issued by the Missouri State Board of Nursing.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5421
Comments:	Updated Abilities	Date: November 1, 2004

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____