



TANEY COUNTY HEALTH DEPARTMENT POSITION DESCRIPTION

JOB TITLE: Nurse Coordinator

DIVISION: Clinical

IMMEDIATE SUPERVISOR: Clinical Division Manager

STATUS: Non-Exempt

ESSENTIAL FUNCTIONS

- I. Communicable Disease Responsibilities 50% of Time
- a. Monitors Reportable Disease cases; conducts CD investigations according to DHSS and CDC requirements within the specified time according to CSR20.20 maximum 2 weeks following notification by medical providers, laboratories or DHSS
 - b. Completes fundamental activities that involve working with patient who has been diagnosed with an infectious disease to identify people who may have been infected by exposure to the patient
 - c. Provides education to patient and close contacts regarding infectious disease, symptoms and risk to prevent further spread of the disease
 - d. Assist in community outreach/education regarding infectious diseases and prevention
 - e. Conducts and oversees Communicable Disease Surveillance and Investigations using appropriate data systems such as EpiTrax and Webserv
 - f. Ensures the proper preparation, packing, and tracking of clinical samples and specimens as part of TCHD communicable disease investigations, when necessary
- II. Coordinator Responsibilities 50% of Time
- a. Provides and supports clinical services to include: Immunizations, COVID testing, Phlebotomy, Education, Referrals, Family Planning Clinics (40%)
 - b. Policy and Procedure Reviews and updates
 - c. Provides leadership and support to the clinical division in the absence of the manager
 - d. Travel between offices as needed
 - e. Assists PIO and management team with the development and dissemination of health advisories, newsletters, press releases and other official communications (CD 60%)
 - f. Assists PIO and management team with the development and dissemination of health advisories, newsletters, press releases and other official communications (CD 60%)
 - g. Provides consultation to school nurses, patients and others. Answers questions, provides clarification, and coordinates clinics as needed assuring professionalism.
 - h. Other duties as assigned

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 30 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

BUSINESS EXPECTATIONS

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

KNOWLEDGE/SKILL REQUIREMENTS

- ◆ High School Diploma or equivalent experience
- Must have RN license; BSN Preferred
- ◆ Experience in health care related field or contact tracing is preferred
- ◆ Strong verbal and written communication skills, including active listening skills
- ◆ Ability to interact in a non-judgmental manner with culturally diverse populations
- ◆ Above average critical thinking and problem-solving skills, and the ability to use sound judgement when responding to client issues and concerns

MENTAL EFFORT

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Above normal complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Above normal analytical thinking.
- ◆ Above normal conceptual thinking.

COMMUNICATIONS

- ◆ Above average verbal communication.
- ◆ Above average written communication.
- ◆ Above average non-verbal communication.

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.