

**SCOTLAND, COUNTY OF (NC)**  
invites applications for the position of:

 Scotland, County of (NC) Logo

## PHN III Child Health Coordinator

**SALARY:** \$3,885.00 - \$4,506.00 Monthly  
\$46,620.00 - \$54,072.00 Annually

**OPENING DATE:** 05/26/17

**CLOSING DATE:** 06/23/17 11:59 PM

**DESCRIPTION:**

The Child Health Coordinator functions as an expanded role provider to our Child Health patients. She performs and implements techniques of nursing care and provides counseling to patients and their families in clinic and home settings. She performs all duties according to established policies, procedures and guidelines of the agency under general supervision of the nursing supervisor.

**EXAMPLES OF DUTIES:**

1. Establishes and maintains policies, plans and procedures for implementing and reviewing Child Health program.
  2. Responsible for operations of the Child Health Clinic.
  3. Reviews, updates and maintains the Child Health Manual
  4. Sets personal work goals to balance completion of program follow-up, clinic service provision and unit coordinator duties.
  5. Sets programs goals for Child Health Program annually.
  6. Reviews Budgetary Status Report of the Child Health program and provides guidance on supplies and equipment needs specifically for the clinic
  7. Provides expanded role services to Child Health clients
  8. Assures appropriate documentation of clinical services in the EMR and ICD-10 and CPT coding is correct
  9. Assist in interviewing of new staff members for the program as needed
  10. Assures quality health care is provided by:
    - Conducting record audit/review at the conclusion of each clinic
    - Revising and initiating clinic policies and procedures based on the Quality Assurance Audit and patient satisfaction surveys
    - Preparing and participating in the Child Health program review conducted every 3 years by the Division of Health and Human Services
    - Assuring clinical services are appropriately documented
    - Collaborating with Quality Assurance committee and Nursing supervisor as needed
1. Provides pediatric physical exams to age 0-21 years.
  2. Provides health and safety education to clients and families
  3. Ensures clients are appropriately immunized according to CDC guidelines
  4. Obtains medical histories
  5. Assists with laboratory procedures as needed such as: hemoglobin, lead testing, HIV testing, pregnancy testing, urine dipsticks.
  6. Assists Provider PRN in the physical exam of the client
  7. Assists Provider in implementing and effective care plan for patients
  8. Assists with referrals to an appropriate source of care
  9. Responsible for follow-up and treatment of abnormal findings.
  10. Marketing and outreach for Child Health Program



11. Assists in promoting community awareness through articles in newspaper, radio spots, posters and programs to community groups.
12. Develops and provides training as needed for staff that provide Child Health services.
13. Assist in maintenance of supplies, drugs and equipment.
14. Collects, analyzes and shares clinical data with nursing director, health director and board of commissioners as needed
15. Attends continuing education and in-service education
16. Attends all required meeting relevant to Child Health and all meetings generally required by staff.
17. Provides direct supervision to one (1) employee.
18. Lead and sickle cell follow-up

### Clinical Nurse

1. General Clinic:
  - Assists in all activities provided in general clinic. Work includes: immunizations, pregnancy testing and counseling, maternal health histories, TB testing, giving STD test results and counseling, STD treatment, FP short-term services, BP's and EIC blood-work and annual screenings completed.
2. Family Planning Clinic:
  - Duties include: counseling clients on chosen methods, histories new and annual, laboratory tests and providing educational handouts as necessary.
3. Maternity Clinic:
  - Assist staff in maternity clinic. Duties include: histories, laboratory tests, educational counseling as appropriate, referral and follow-up.
4. STD Clinic:
  - Provides testing, treatment, counseling, education and follow-up per standing orders. All services provided according to local, state and federal guidelines.
5. Preparedness and Response:
  - Assist in activities and educational opportunities associated with Preparedness and Response. Provide assistance as necessary to the P&R Coordinator.
6. Community Disaster Shelters:
  - Coordinates with Red Cross/DSS to provide minimum health services to workers and community members who seek shelter.

### TYPICAL QUALIFICATIONS:

#### A. Required Minimum Training:

Graduation from a four year college or university with a B. S. Degree in Nursing which includes a Public Health Nursing rotation and two years of Public Health nursing experience; or a Master's in Public Health and graduation from a school of professional nursing and two years of professional nursing experience; or graduation from a school of professional nursing and three years of professional nursing experience including two years of Public health nursing experience; or an equivalent combinations of training and experience.

**Additional Training/Experience** Satisfactory completion of Principles and Practices of Public health and Public health Nursing. Experience in utilizing a comprehensive knowledge of numerous health care policies, regulations, standards, laws and guidelines.

Valid Driver's License is required

---

P O Box 489  
Laurinburg, NC 28353

Position #50312  
PHN III CHILD HEALTH COORDINATOR  
BM

[lparks@scotlandcounty.org](mailto:lparks@scotlandcounty.org)

---

### PHN III Child Health Coordinator Supplemental Questionnaire