



# Macon County Health Department

## Job Opening

Job Title: Nurse Education Coordinator

Division: Clinical Nursing Services

Minimum Qualifications: Minimum of Associates Degree in Nursing with one (1) year of related experience **OR** a degree in nursing from a college program which includes a practicum experience in public health nursing. Certification of graduation from a school or nursing program approved by the Department of Professional Regulation and a current Illinois license as a Registered Nurse (RN) by examination. One year of supervisory or program experience required. Must have the ability to work with diverse community groups. Registered Nurse must submit proof of 20 Continuing Education Units (CEUs) every license period; copy of license; and copy of CPR/AED card.

Must have the ability to implement nursing practice and to comprehend program planning; develop program methods and procedures; and establish appropriate referral priorities. Must be able to make independent clinical judgement in program areas and provide educational instruction and assistance to staff relating to clinical aspects of care. Must be familiar with and able to implement medical-legal aspects of nursing practice. Extensive computer experience required. Must have excellent organizational, decision-making, and communication skills and the ability to handle stress and prioritize tasks. Must have the ability to provide leadership. Must have strong interpersonal skills to listen and respond to employee concerns; inquiries and complaints from clients, regulatory agencies, and/or members of the community. Must have the ability to communicate with a variety of personalities and communication styles. Must have the ability to communicate effectively both orally and in writing and present ideas and concepts to individuals, boards, committees, and employees. Must have the ability to plan, organize, and prioritize multiple work assignments and projects and manage stress. Must have the ability to independently facilitate work output and interpret agency policies to staff, as well as professionally direct and coordinate the activities of assigned staff. Must have knowledge of funding sources, grant writing, and fiscal operations. Must be able to establish and maintain effective working relationships with the general public, customers, community leaders, members of professional organizations, and government officials. Must be able to maintain strict confidentiality at all times. Must have the ability to work with diverse community groups.

Must have the ability to work flexible hours as needed, including evenings and/or weekends. Must have a dependable vehicle for use during work hours, valid Illinois Driver's License, and appropriate auto insurance. Requires an individual be physically able to meet the demands of the job including bending, squatting, lifting up to 25 pounds, and assisting with holding during immunizations. Must be physically able to get in and out of car many times per day in all types of weather and be able to adapt in a positive manner to various client living conditions.

Summary of Job Duties: Plans, assigns, and reviews work activities and training of staff engaged in the CNS Division which includes Immunizations, Communicable Disease, Lead, Genetics, Sexually Transmitted Infections (STI)/HIV, Tuberculosis (TB), Foreign Travel, Medication Management, Healthworks, Healthy Families Illinois (HFI), and Front Receptionist. Provides supervision, oversight, training, education, and support to

Director of Clinical Nursing Services and Assistant Director of Clinical Nursing Services. Provides supervision, oversight, and support to MCHD Lab Director and Front Receptionist/clerical staff. Coordinates collaboration of services between the MCHD and community agencies. Completes grant writing and submission per state and funding requirements. Ability to review Request for Proposals (RFPs) for program consideration. Supervises purchasing of supplies, equipment, and educational materials. Maintains the principles of fiscal budgets and submits to the Administrator and Chief Financial Officer (CFO) for approval. Supports the mission of the Macon County Health Department and provides leadership in planning, organizing, coordinating, and evaluating public health education. Serves on call 24 hours per day seven days per week regarding COVID-19 issues and emergent situations. Ensures that calls are covered by the Director of CNS, Assistant Director of CNS, and/or COVID-19 Contact Tracing Project Director when on any kind of leave. Assists in all CNS-related functions as needed. Plans educational conferences and communicates on a regular basis with local hospitals, federally qualified health centers, other community partners, etc. Serves as source of information and referral for all nursing questions. Addresses media as needed. Works with the Director and Assistant Director of CNS in the development of policies and procedures. Assists in coverage for Director and Assistant Director of CNS as needed. Assists with new staff training in the CNS Division and other divisions to give them orientation about CNS. Assists with disaster preparedness and educates staff about their roles during a disaster. Educates nursing students in the clinic areas. Implements and ensures division compliance with the Health Insurance Portability and Accountability Act (HIPAA) policies and procedures as and Safety Compliance established by the MCHD; including but not limited to manual updates, annual audits, and monthly compliance tracking of staff. Attends workshops, conference trainings, and webinars regarding Communicable Disease, immunizations, and other areas covered by the CNS. Responsibilities include training; planning, assigning, and directing work; appraising performance; providing performance feedback; rewarding and disciplining employees; addressing complaints, and resolving problems. Facilitates teamwork concept and MCHD mission statement. Makes self-available to staff. Sets an example for staff regarding performance and behavior. Contributes to building a positive team spirit. Maintains the ability to create an atmosphere where employees are motivated and productive.

How to Apply:

Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, [www.maconchd.org](http://www.maconchd.org) to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to [hr@maconchd.org](mailto:hr@maconchd.org)

***The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.***