

# **Job Description: COUNTY HEALTH NURSE and PHEP COORDINATOR**

**CLASS NO.** 2701

**EEOC CATEGORY:** Officials and Administrators

**PAY GROUP:** 26

**FLSA:** Exempt

## **SUMMARY OF POSITION**

### **County Health Nurse**

Oversees the WIC Department and personnel; and performs professional nursing work, including performing child and adult screening tests, administering immunizations, referring patients to other doctors, and counseling patients on a variety of topics. This individual also oversees daily functions of the health department and personnel including immunizations, and STD testing. The individual in this position is responsible for maintaining contact with schools in the county, and tracking influenza like cases and gastro-intestinal illnesses.

### **PHEP COORDINATOR**

Manages the daily operations and activities of the local Community Preparedness program. Plans, assigns and supervises the timely and accurate completion of all work within the program. Works with the regional office to develop and review budgets, funding proposals, policies, contracts, memorandums of understanding and interagency agreements. Directs the planning, development, implementation, evaluation, and testing of all-hazards response plans for Chambers County. Plans, assigns, and supervises the work of local Public Health Preparedness (PHP) team. Works with Region 6/5S to ensure coordination and integration with statewide planning efforts. Develops, implements, maintains and modifies planning processes, procedures, and protocols, as needed. Oversees development of guidelines, procedures, and regional policies and monitors compliance with policies and procedures.

## **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Nurse Practitioner
2. **Directs:** Licensed Vocational Nurse (WIC) and Secretary II (WIC).
3. **Other:** Has frequent contact with Texas Department of Health representatives, doctors, other health care facilities, patients, and the general public.

## **EXAMPLES OF WORK**

### **Essential Duties\***

Supervises county health personnel and oversees WIC program, including assigning and planning work, ensuring training for, evaluating performance, and making recommendations on hiring, firing; and disciplining;

Maintains employee records and prepares payroll;

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
Updated and Approved CC 11/12/2013

## **CLASS NO. 2701 (Continued)**

Admits patients, opens new patient records as required, and collects patient and family history as required;

Performs appropriate child and adult screening tests as required, including administering TB screening for health department clients;

Administers immunizations under Texas Department of Health guidelines;

Collects selected specimens and blood tests from screenings, prepares test samples and specimens for mailing, completes requisitions, obtains informed consent, if applicable, and sends samples to appropriate lab for analysis;

Provides information and counsels patients and patients' families on a variety of health-related topics, including family planning, pregnancy, sex education, and sexually-transmitted diseases;

Provides treatment for illnesses and diseases as appropriate;

Sets up, maintains, and updates patient files and records in accordance with Texas Department of Health guidelines;

Conducts follow-ups and referrals for clients and families as appropriate;

Researches, analyzes, interprets, and indexes incoming information and statistics;

Prepares quarterly program reports;

Develops and implements performance-based objectives in accordance with Texas Department of Health requirements;

Purchases, orders, and maintains inventory of equipment, supplies, drugs, etc.;

Collects fees for immunizations and other services provided;

Reviews and updates pharmacy policies and procedures monthly; and

Updates pharmacy license annually.

Plans and assists in carrying out activities outlined in the Grant Proposal for Public Health Emergency Preparedness and response to all hazards.

Aids in planning to establish a process for strategic leadership, direction, and assessment of activities to ensure local readiness, interagency collaboration, and preparedness for all hazards, outbreaks of infectious disease, and any public health issues of concern.

Assists in establishing procedures for addressing surge capacity, dispensing of mass prophylaxis and immunizations, and pre-event development of specific epidemiologic investigation and response needs.

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## **CLASS NO. 2701 (Continued)**

Conducts exercises according to grant requirements including staff call down, site activation, facility set up, and dispensing operations in Cities Readiness Initiative (CRI) metropolitan statistical area.

Prepares and compiles all documents for the Department State and Health Services (DSHS) Center for Disease Control (CDC) and prevention audits, posts documentation to state and federal shared drives prepares after action reports, and assists in coordination of corrective action plans. Maintains and updates all other related plans and procedures.

Identifies resource requirements and assists in development of yearly budgets.

Coordinates with public health and emergency management to ensure effective communication connectivity among public health departments, healthcare organizations, law enforcement organizations, public officials, and emergency response personnel.

Manages the daily operations of the Community Preparedness Program in accordance with federal, state, and regional rules and regulations. Provides direction, management and guidance of Chambers County community Preparedness personnel.

Serves as county liaison and consultant to local agencies, county government officials, and other personnel working in the preparedness planning and assessment process for their communities. Develops and maintains strong working relationships and effective communications with regional public health preparedness partners, community organizations, other governmental agencies, and professional groups to assure understanding and support for local all hazard preparedness and response.

Coordinates with local governmental entities and other community organizations in planning and implementing regularly schedules exercises relating to all hazards preparedness. May prepare or oversee the preparation of applications for planning, coordination or assistance funding.

Works closely with regional Communicable Disease Program Manager to assure effective coordination of epidemiology activities with preparedness function. Coordinates Public Health Emergency response plans with Emergency Management Facilities.

Supports disease reporting and surveillance programs. Integrates disease reporting and surveillance activities with public health preparedness/response plans. Assists with the implementations of disease outbreak investigations, collection and submission of patient and/or environmental samples. Works with the regional Epidemiology Response Team (ERT) activities to assures Chambers County ability to respond to a bioterrorism event or large disease outbreak anywhere in the state.

Performs other duties as assigned. Will be required to work other normal business hours in order to respond to public health emergencies. May perform a variety of functions during a public health emergency, in accordance with NIMS-compliant ICS management structure and the HSR 6/5S All-Hazards Emergency Management Plan.

### Other Important Duties\*

May conduct child welfare, early childhood intervention, and CIDC referrals as appropriate;

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**CLASS NO. 2701 (Continued)**

Opens and reviews mail;

Maintain all financial records for WIC & Health Department; and

Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* professional nursing techniques and procedures; diagnosis and treatment of illnesses and communicable diseases; and Texas Department of Health records retention policies.

*Skill/Ability to:* train, supervise, motivate, and evaluate staff; deal with patients in a non-judgmental and empathetic manner; administer immunizations; demonstrate proficiency in oral communication; understand and follow written and oral instructions; work independently; analyze and interpret medical data; maintain complete accurate records as required; establish and maintain effective working relationships with patients, medical staff, Texas Department of Health representatives, doctors, other health care facilities, and the general public; and maintain appropriate necessary certifications.

**ACCEPTABLE TRAINING AND EXPERIENCE**

Bachelor's degree in nursing, plus at least three years of experience as a practicing nurse;

*or* bachelor's degree in nursing, plus the successful completion of an accredited nurse practitioner program, plus at least one year of nursing experience;

*or* graduation from an accredited school of nursing, plus at least three years of experience as a practicing nurse;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Licensed by the State Board of Nurse Examiners for Texas as a Registered Nurse.

License will be maintained and kept on record.

Must possess a valid Texas Drivers License.