EMPLOYMENT OPPORTUNITY

PUBLIC HEALTH PROGRAM COORDINATOR-

NOTE: GRANT FUNDED POSITION – LIMITED TERM TO 7/31/2023

SALARY AND BENEFITS

$27.17- $36.00 per hour, plus benefits package

FILING DEADLINE

Open until filled.

DUTIES AND RESPONSIBILITIES

Under direction, plan coordinate and monitor the County Public Health Nursing and community service programs. The major duties of the job include:

- Assist in the planning, organization, development, monitoring, and evaluation of programs.
- Conducts physical assessments and referrals for treatment, investigates, interviews, and provides follow-up for clients and the community.
- Conducts inquiries into cases of communicable diseases and provides instructions in their prevention and care; and oversees and participates in the operation of immunization services.
- Serves as patient advocate to assist patients with attaining health care; coordinates health care between patients and care providers; and assesses, screens, and provides intervention strategies to high risk individuals and families.
- Instructs parents on child safety, growth and development; screen for signs of abuse, poor nutrition and failure to thrive.
- Provides case management to patients with pulmonary tuberculosis which includes coordination with their physician, monitoring compliance in treatment; screens for contacts to tuberculosis by giving and reading TB skins tests, providing medications, and education.
- Schedules and participates in patient meetings for special needs children; functions in an outreach and education capacity by giving presentations to the public on special health concerns such as AIDS or child health issues.
- Documents treatment provided and medications in patients chart; maintains statistics on a variety of communicable diseases.
- Teaches prenatal care to expectant mothers.
- Works with community groups on local health issues; provides education counseling and screening for various communicable diseases.
- Draws blood samples.
- Gathers and assesses statistical data and reports information to appropriate agencies.
- Establish and maintain liaison with representatives of State, Federal, and local agencies and commissions.
- Assists in the dissemination of information about Departmental operations to promote general knowledge of community social services to the community; interpret local concerns, needs, and objectives to state officials, and community/political concerns to staff.
- Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental programs and goals.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

Education: Associate's Degree in Nursing from an accredited college or university and a valid license as a Registered Nurse issued by the California Board of Registered Nursing; ***OR:*** Bachelor's Degree in a related field.

Experience: Experience in a Public Health setting is desirable. Background in Early Childhood Development is preferred.

License: Possession of or ability to obtain a valid California driver's license.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office at the address listed below or by visiting Lassen County Personnel at our website at http://lassencounty.org. It is your responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎(530) 251-8320☎

Opened: October 14, 2021

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicant.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.