



**JOB DESCRIPTION
COMMUNITY HEALTH NURSE
PROJECT COORDINATOR**

OVERVIEW:

Under direction of the Director of Clinical Services, plans, organizes and coordinates HIV project activities to ensure the goals and objectives of the project are achieved by efficient and effective utilization of resources.

DUTIES, FUNCTIONS AND RESPONSIBILITIES:

- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of the HIV team members.
- Identifies staff development and training needs and ensures that training is obtained.
- Coordinates outreach activities including monitoring staff, problem solving and evaluating outcomes.
- Facilitates and ensures that patients found to be HIV infected will obtain access to prevention services, medical evaluation and treatment.
- Maintains records, prepares reports, and composes correspondence relative to the HIV project.
- Assists the clinic and other department managers to evaluate and verify employee performance through review of completed work assignments and work techniques.
- Helps mobilize community resources and maintain cooperative working relations with community agencies, schools, courts and others.
- Ensures that an effective patient referral and tracking system is in place.
- Manages areas of responsibility within the established health center budget.
- Develops and implements policies and procedures to improve the quality and quantity of work.
- Attends required meetings and participates in committees as requested.
- Monitors patient satisfaction and responds to patients' complaints in a timely manner.
- Assures compliance with HIV grant guidance and reporting timelines.
- Accurately prepares and supervises the compilation of all month end closing procedures and reports.
- Coordinates all ancillary services i.e. laboratory, nursing, and specialty clinics.
- Assures adequate HIV testing and other supplies are maintained.
- Maintains a professional demeanor and effective communications at all times.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practice of public health and of health-care delivery.

- Knowledge of the state and federal laws pertaining to health-care delivery and to federally qualified community health centers.
- Knowledge of the structure and function of community health centers.
- Skill in communicating effectively with the staff, patients and their families.
- Skill in establishing and maintaining effective working relationships with staff, supervisors and colleagues.
- Ability to multitask and solve problems while maintaining a calm demeanor.
- Proven leadership ability to effectively direct staff and the ability to follow directives from others.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or nursing program. A minimum of two years progressively responsible community health nursing experience, excellent interpersonal, oral and written communication skills. Computer literacy and experience with an automated patient management system are pluses.

LICENSES AND CERTIFICATIONS REQUIRED:

Must be licensed as a registered nurse in the state of Michigan; must possess a valid Michigan driver's license and BCLS certification.

OTHER REQUIREMENTS:

Must provide own vehicle for local travel; some out of state travel may be required.

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