



## ***JOB ANNOUNCEMENT***

### ***TB Nurse Coordinator***

**PS: TB Nurse Coordinator – HCP212**

Clayton County Health District 3-3

Clayton County, GA

**Salary Range:** \$53,811.56 - \$68,168.17

### **Job Responsibilities:**

- Under broad supervision the TB Nurse Coordinator will provide professional nursing care in accordance with nursing protocols, policies and/or procedures in an expanded nursing role. The individual will provide TB guidance, education and training to the consumers, Public Health (PH) nurses, County Nurse Manager, local medical centers, local detention centers and businesses throughout the community of Clayton County Health District based on the State of Georgia protocols and standing physician orders.
- The TB Coordinator will work to prevent and/or control the transmission of Tuberculosis by teaching, implementing and guiding consumers on the national strategies for TB elimination.
- The TB Coordinator will conduct TB specific training, provide nursing services, guidance, and audit TB records for compliance.
- The TB Coordinator will complete monthly, quarterly, and annual reports as indicated.
- The TB Coordinator will utilize the EMR system to accurately document patient care and enter billing information for reimbursement.
- The TB Coordinator will order and dispense medications based on nursing assessment and in accordance with the established nurse protocol.
- The TB Coordinator may be asked to perform other duties within their scope of practice.

### **Primary Duties & Responsibilities:**

- Assesses needs of target population.
- Implements policies, procedures, protocols, and guidelines for the program.
- Reviews and interprets state and federal regulations related to the program.
- Monitors, assesses, and evaluates programs to determine compliance with state and/or federal guidelines and progress in meeting established goals.
- Compiles reports of findings and submits in appropriate format.
- Provides technical assistance and advice to develop, implement, and improve programs related to nursing specialty.
- Plans, coordinates, and implements educational and training programs within the nursing specialty.
- Manages long- and short-term objectives and plans for the program.
- Determines and/or develops communication plans for field staff.
- Researches, prepares, and submits grant applications.
- Researches and recommends best practices.
- Coordinates program with other state or county health care providers/organizations to promote optimal implementation of program services.
- Functions as a lead worker on projects or programs and may supervise assigned staff.
- Manages and plans for contact investigations in the community.
- Ensures that the Refugees Class B and Immigration is dated and documented in Sendss

**Minimum Qualifications:**

Master's degree in nursing, public health or related field from an accredited college or university **AND** Three years of nursing experience **AND** current Georgia Professional Nurse license **AND** CPR certified.

OR

Bachelor's degree in nursing from an accredited college or university **AND** five years of nursing experience **AND** current Georgia Professional Nurse license **AND** CPR certified.

OR

Three years of experience at the lower-level PH Nursing Prog Consultant 2 (HCP211) **or** position equivalent **AND** current Georgia Registered Professional Nurse license **AND** CPR certified.

**Preferred Qualifications:**

Public Health Nursing experience with Infectious Diseases (specifically TB).

**Deadline for Applications: UNTIL FILLED**

**Employment Information**

Current State employees are subject to State Personnel Board rules regarding salary.

DPH accepts educational credentials recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE). Clayton County Health District will contact educational institutions to verify degree, diploma, licensure, etc.

As an employee of Clayton County Health District, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

**Benefits for Full Time Eligible Employees**

- 13 Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance
- Disability Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)

- Southern Federal Credit Union

*For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>*

**Additional Perks**

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program – (2) 15 minute breaks or (1) 30 minute break.
- Employee Assistance Program

*To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>*

**SEND COMPLETED STATE OF GEORGIA APPLICATIONS OR RESUMES TO:**

ATTN: HUMAN RESOURCES

CLAYTON COUNTY BOARD OF HEALTH

Fax (770) 603-4873

1117 BATTLECREEK RD.

JONESBORO, Georgia 30236

**\*EQUAL OPPORTUNITY EMPLOYER\***

**Only those selected for an interview will receive notice.**

**Applicants chosen for employment will be subject to the following:**

- \*Criminal Background Check/Fingerprinting\***
- Pre-employment Drug Screening**
- \*Reference Check**