

HARRIS COUNTY
Human Resource & Risk Management
Houston, TX 77002
(713) 274-5444
<http://www.harriscountytexas.gov/hrrm>
invites applications for the position of:

Clinic Coordinator

An Equal Opportunity Employer

SALARY:	Depends on Qualifications
OPENING DATE:	02/10/16
CLOSING DATE:	02/17/16 11:59 PM

POSITION DESCRIPTION:

The Clinic Coordinator, under the direction of the Assessment Manager, performs responsible professional work in planning pediatric patient care and services in a medical and dental clinic, including personnel administration, training, and coordination of medical and dental staff.

- Provides medical screening for children birth to 18 years.
 - Coordinates and manages the daily functioning of the clinic.
 - Assesses pediatric patient health problems and needs; develops, implements, and administers nursing plans and care; and maintain medical records.
 - Provides education on health maintenance, nutrition, and disease prevention to adolescents.
- Selects, supervises, and evaluates assigned staff.
 - Establishes work rules and performance standards, conducts staff conferences/meetings, annual performance evaluations, and initiates and implements disciplinary actions as warranted.
 - Provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.
- Provides direct care when requested by the physician to perform health assessments.
 - Assesses patients to identify care needs and refer clients as needed to other health care professionals and service providers to ensure optimal patient care.
 - Monitors and evaluates medical conditions of patients in collaboration with staff and other health care professionals, if necessary, and completes follow-up on recommendations.
 - Makes clinical recommendations to physicians, other health care providers, insurance companies, patients, or health care organizations.
 - Ensures proper maintenance and documentation of services rendered to clients in medical charts and records.
- Designs patient education programs about medical conditions, preventive health measures, medications, and information required to make informed health care and treatment decisions.
- Assists with the development and maintenance of departmental policies, procedures, objectives, or patient care standards based on evidence-based practice guidelines or expert opinion.
- Develops pediatric nursing service philosophies, standards, policies, priorities, goals, and procedures.
 - Maintains high priority on departmental policies, procedures, objectives, and infection control standards for the quality of care and effectiveness of the clinic nursing practice and its organizational systems.
 - Maintains professional nursing license by participating in continuing education trainings.
- Oversees and maintains clinic inventories of medical supplies and equipment.
 - Requests equipment and medical supplies, including vaccines and medications to ensure daily clinic operations.
- Attends and participates in all mandated trainings, work groups, and staff development/training activities to enhance skills and develop professional knowledge.
- Other duties as assigned.

REQUIREMENTS:

- A bachelor's degree in nursing.

- Two (2) years paid work experience in a pediatric clinic.
- Currently licensed to practice as a Professional Registered Nurse in Texas.
- Training and experience using a personal computer with a variety of software including Microsoft Office products.
- Valid driver's license, reliable transportation and liability insurance.

PREFERENCES:

- Bilingual in English and Spanish.
- Experience in a supervisory or leadership role.
- Work experience with Harris County Juvenile Probation, Child Protective Services, Texas Department of Family and Protective Services (DFPS), Juvenile Probation, or MHMRA.

GENERAL INFORMATION:

Hours: 8:00 a.m. - 5:00 p.m.
Monday - Friday

Salary: Will Be Discussed During Departmental Interview
Based on 26-Pay Periods

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:

<http://www.harriscountytexas.gov/hrm/employment.aspx>

1310 Prairie Street, Ste. 170
Houston, TX 77002
713-274-5444

employment@bmd.hctx.net

Position #01169
CLINIC COORDINATOR
BQ