

Employment Opportunity Announcement

Date: October 27, 2025
Position Title: Program Coordinator - 1.0 FTE (75 hours/pay)
Department: Public Health
Location: Huron County, Michigan
Salary: Dependent upon education and experience
\$48,449 - \$61,242
Applications accepted: Beginning Date: October 27, 2025
Closing Date: November 6, 2025

Essential Duties:

- Schedules activities of staff; assists with staff evaluation and disciplinary action under the direction of Nursing Administrator.
- Oversees the daily activities of the program and ensures compliance with all federal, state, and local guidelines and or laws; integrates, develops, implements, and assists with quality assurance including program record maintenance.
- Provides orientation, training, and in-servicing of staff in relation to program.
- Uses nursing process to assess, plan, implement, reassess, and reevaluate health services.
- Assists in planning, implementing, and overall evaluation of program.
- Responsible for initial staff scheduling and reassignments within program; develops specific program schedules.
- Develops and updates program policies and procedures. Prepares various reports and other documentation.
- Provides direct service, as needed.
- Promotes positive public relations and community education; promotes effective communication and cooperation with other health providers and/or community agencies.
- Represents the Health Department in community and inter-agency projects through attendance at appropriate meetings and committees.
- Provides input and may assist with budget preparation; monitors budgets and program statistics.
- Completes Continuous Quality Improvement (CQI) activities specific to programs they oversee.
- Conducts staff meetings to keep all staff up-to-date.

Supervisory Responsibilities:

- Ability to assign, review, plan and coordinate the work of group(s) of people.
- Ability to provide instruction and training and to respond to problems.
- Ability to evaluate employee job performance.
- Ability to recommend the discipline or discharge of an employee.
- Ability to recommend the selection, promotion or transfer of an employee.

Required Knowledge, Skills and Abilities:

Michigan License to practice as a Registered Nurse

Bachelor's degree in a Health Science related field or other appropriate degree in area of program with three to six years relevant work experience, including community health nursing; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Other Requirements:

Valid driver's license to operate a county vehicle is required.