

## ***Employment Opportunity Announcement***

**Date:** January 9, 2026  
**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: January 9, 2026  
Closing Date: Until filled

### ***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.