



Job Specification

Job Title: Nursing Services Coordinator
BCAT Code: 482X AA
Pay Grade: G17

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

This position coordinates the services provided by registered nurses to the participants in Project Healthy Grandparents, a community based service and research project.

Examples of Duties

- Recruits, hires, trains and supervises nursing staff.
- Supervision and accountability for health data collection and home based intervention of nursing staff.
- Makes Home visits and provides direct patient services, as required.
- Maintains records, health staff orientation manual and other documents.
- Works as team member with all staff to insure the effective and efficient operation of the program.
- Attends staff and coordinate meetings. Participate in problem solving, policy and procedure development and planning.
- Conducts RN Orientation/Training manual
- Represents PHG at Health Fairs and community events.
- Develops monthly health calendar for clients.
- Coordinates health topics and services
- Suggests policies and procedures relative to health dimensions of program.
- Plans, organize and manages supplies and equipment
- Conducts focus groups
- Oversees credentialing of nurses as required by institutional review boards, public, and private funding sources.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Ability to communicate effectively verbally and in writing
- Possess good organizational skills
- Familiar with Child and Elder Abuse and Neglect Reporting Laws (HIPPA)
- Possess Georgia Nursing License
- Possess training in Home Health
- Ability to Supervise
- Computer Literacy: MS Word, and email

Minimum GSU Hiring Standards

RN license in Georgia, or exam in process; and a Master's degree in Nursing or a related field.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.