



Position Vacancies

May 11, 2012

POSITION TITLE: CLINICAL SCHEDULER (Grade 63)
POSITION NUMBER: 875052
DEPARTMENT: Clinical Services
HOURS OF WORK: Monday – Friday 8:00 a.m. – 5:00 p.m.
SALARY RANGE: \$27,444.82 - \$42,376.88
HIRING RANGE: \$ 27,444.82 - \$31,788.64
CLOSING DATE: Open until filled

Duties and Responsibilities:

Schedules appointments for busy public health clinics. Requires ability to carry on conversation with clients over telephone and in person. Must be proficient in using Windows-based programs. Other duties as assigned.

Minimum Training and Experience Requirements:

High school graduate. Experience in medical office or public health clinic desirable.

Additional Requirements:

English and Spanish proficiency required

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

POSITION TITLE: PROGRAM COORDINATOR II (Grade 72)
POSITION NUMBER: 845003
DEPARTMENT: Health Initiatives
SALARY RANGE: \$42,598.66 - \$65,749.06
HIRING RANGE: \$42,598.66 - \$49,311.86
HOURS OF WORK: Monday – Friday, 8:00 a.m. – 5 p.m.; some evenings/weekends required
CLOSING DATE: Open until filled

STATEMENT OF DUTIES:

The Regional Heart Disease and Stroke Prevention (HDSP) Program Coordinator will implement the North Carolina Heart Disease and Stroke Prevention Program in the 16 counties that comprise the South Central Region of North Carolina, including Cabarrus County.

Responsibilities include program planning, coordination, and implementation with efforts focusing on systems-level change to create health care systems, work places, schools, and communities that are supportive of cardiovascular health promotion and cardiovascular disease (CVD) prevention. Work with multiple partner organizations in the defined geographic region to achieve program goals and acts as the spokesperson for the program in the community. Coordinates program activities to promote HDSP policy change within organizations, trains health care providers on HDSP best practices, and advocates for HDSP quality improvement initiative for CVD care throughout the region. Develops regional action plans with strategies and timelines for all HDSP objectives.

Applies marketing strategies to increase public awareness of signs and symptoms of heart attack and stroke. Develops and documents HDSP activities and submits progress reports to state HDSP staff. Utilizes necessary evaluation techniques for program objectives and strategies. Attends regular meetings with the North Carolina HDSP Branch and other state-level partners. Implements additional regional projects as directed by State HDSP representatives.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Master’s degree in Public Health Education or in Public Health with a major in Health Education or other related field; or graduation from a four-year college or university with a major in health promotion or health education and two years of experience in public health education; or graduation from a four-year college or university and three years of experience in public health education, or equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS:

Ability to develop, coordinate and manage public health programs and health education activities; ability to stimulate interest and cooperation among various groups; ability to write and speak effectively; ability to network and communicate effectively with policy makers, medical professionals, business owners, and people of all racial, ethnic, and education levels; ability to develop successful partnerships and relationships; ability to utilize leadership and decision making skills necessary to carry out regional efforts; ability to effectively manage a comprehensive program budget, balancing revenue and expenses to meet the needs of the program and agency; ability to manage multiple tasks and projects with multiple partners simultaneously, ensuring accuracy and thoroughness with great attention to detail.

Knowledge of public health practice, policy development and health education programs and principles. Knowledge in program planning, implementation and evaluation procedures. Knowledge in effective methods and techniques of disseminating health information to the public. Knowledge in primary and secondary prevention strategies for cardiovascular disease. Knowledge in policy and environmental change principles, and in developing systems-level approaches to prevent heart disease and stroke.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

POSITION TITLE:	PROGRAM COORDINATOR II (Grade 72)
POSITION NUMBER:	845009
DEPARTMENT:	Health Initiatives
HOURS OF WORK	Monday – Friday 8:00 a.m. – 5:00 p.m.; 40 hours per week/hours may vary
SALARY RANGE:	\$42,598.66 - \$65,749.06
HIRING RANGE:	\$42,498.66 - \$49,311.86
CLOSING DATE:	Open until filled

Duties and Responsibilities:

Coordinates the development, implementation, planning and evaluation of all five levels of Positive Parenting Program (the Triple P System), a national evidenced-based model within Cabarrus County by engaging child/parent service providers, establishing community buy-in for the project, and assisting in the development of tools and resources to support the implementation of the Triple P System.

Minimum Training and Experience Requirements:

A master’s degree in public or human services (public health, health education, social work and behavioral sciences). Preferably with course work in human service planning and evaluation and one year of experience in human service program planning, administration or evaluation; or a bachelor’s degree and three years of administrative or consultative experience in a human service program; or an equivalent combination of education and experience. Experience with managing grant program and budgets.

Additional Requirements:

Ability to participate effectively in policy development, implementation, quality assurance and evaluation. Proactively identifies and shares obstacles, makes recommendations, and incorporates feedback to improve overall performance. Demonstrates cultural sensitivity and the ability to work with diverse groups are critical. Possesses an ability to work in a style that is supportive of a participatory, high performance organization and is conducive to positive results.

Ability to engage key stakeholders of the project, make decisions, independently on a day-to-day basis, communicate effectively orally and in writing and make effective presentations about Tripe P to individuals or groups effectively.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

POSITION TITLE:	PUBLIC HEALTH NURSE I (Grade 70)
POSITION NUMBER:	865005
DEPARTMENT:	Communicable Disease
HOURS OF WORK	Monday – Friday 8:00 a.m. – 5:00 p.m., rotating clinics on Monday & Thursday
SALARY RANGE:	\$38,625.34 - \$59,628.14
HIRING RANGE:	\$38,625.34 - \$44,721.30
CLOSING DATE:	Open until filled

Duties and Responsibilities:

Performs histories, screening and treatment of STI, immunizations, patient education, TC skin testing/reading, med starts, community communicable disease follow-up, and other duties as assigned.

Minimum Training and Experience Requirements:

Licensed to practice as a Registered Nurse in North Carolina, BSN preferred.

Additional Requirements:

Ability to speak Spanish desirable

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

POSITION TITLE: INTERPRETER (Grade 63)
POSITION NUMBER: 875038
DEPARTMENT: Clinical Services
HOURS OF WORK Monday – Friday 8:00 am – 5:00 pm, rotating late clinic hrs. until 8:00 pm
SALARY RANGE: \$27,444.82 - \$42,376.88
HIRING RANGE: \$27,444.82 - \$31,788.64
CLOSING DATE: Open until filled

Duties and Responsibilities:

Provide Spanish language interpretation for a variety of public health professionals, primarily in the Clinical Services areas, which includes Women’s Health, Child Health, Communicable Disease and Triage areas. Some translation of written materials. Other duties as assigned.

Minimum Training and Experience Requirements:

High school diploma or equivalent. Experience interpreting in a health care setting desirable.

Additional Requirements:

Fluent in English and Spanish. Able to read/write English and Spanish.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

POSITION TITLE: PUBLIC HEALTH NURSE II (Grade 71)
School Health Nurse
Part-time, with partial benefits
POSITION NUMBER: 840433
DEPARTMENT: School Health
SALARY RANGE: \$19.49 /hourly - \$30.10/hourly
HIRING RANGE: \$19.49 /hourly - \$22.58/hourly
HOURS OF WORK: 6.5 hours per day, per student calendar
CLOSING DATE: Open until filled

STATEMENT OF DUTIES:

The school nurse functions independently and must demonstrate autonomy in decision-making and practice. The school nurse assumes the role of provider of student health care, and planner and coordinator of the school health program at his/her assigned school. Responsible for management of school health services in an assigned school; assuring immunization compliance; counseling students, families, and school personnel on risk to health, detection and intervention of disease and disability to reduce the negative consequences by conducting screening programs (vision, hearing, oral/dental disease); administering medications and/or treatments as needed to sustain school attendance and participation; providing crisis intervention, assessment, and care management for students with physical, social, or emotional problems; coordinates services for chronically ill students and serves as a resource for teachers by participating in identification of children with special needs; develops and implements nursing care plans.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Requires graduation from a 4-year college or university with a BS Degree in Nursing which includes a public health rotation; or graduation from an accredited school of professional nursing and one year of professional nursing experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS:

Must have current license to practice as a Registered Nurse in N.C. by the North Carolina Board of Nursing. Spanish language skills desirable.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

POSITION TITLE: DENTIST (Grade 80)
POSITION NUMBER: 855010
DEPARTMENT: Dental
HOURS OF WORK 4 days per week/ Hours 7:00 a.m. – 5:30 p.m.
SALARY RANGE: \$62,935.34 - \$97,142.76
HIRING RANGE: \$62,935.34 - \$72,856.94
CLOSING DATE: Open until filled

Duties and Responsibilities:

This position involves direct service provision work to improvement the dental health of the citizens of Cabarrus County, through services provided in the fixed site and mobile dental clinics, as well as in selected community settings.

Minimum Training and Experience Requirements:

Graduation from an approved school of dentistry. Prior experience in a dental practice. Prior experience in pediatric dentistry or public health setting preferred.

Additional Requirements:

Thorough knowledge of the following: general dentistry for pediatric and adult populations. Licensed to practice dentistry in North Carolina. Valid North Carolina driver’s license.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

IMPORTANT INFORMATION FOR APPLICANTS

Public Health Emergency Preparedness - Hours of Work Agreement

Public Health is a first responder agency for natural disasters, naturally occurring infectious disease outbreaks, technological hazards, and terrorist incidents. All positions may be required to participate in all local emergency response activities as deemed necessary by the Health Director or his designee and available during emergencies and exercises.

Management reserves the right to alter, adjust, or change the work schedule at any time, based on business necessity for all (9101 full-time) and (9102 part-time > 20 hours per week) employees of Cabarrus Health Alliance. Employees may be required to work varied hours, overtime, holidays and/or weekends in order to meet staffing requirements or in the event of a public health emergency. Failure to report as requested may result in disciplinary action up to and including termination from employment.

Adopted by the Cabarrus Health Alliance Board on June 14, 2011