

COORDINATOR, HEALTH SERVICE

NATURE OF WORK

An employee in this class works in a local health or mental health department to formulate, organize, and direct a program of health services and to encourage community emphasis and participation in the programs. Work includes administrative direction and coordination of the work of staff members in the various disciplines delegated to provide specialized service in the implementation of the total program. General administrative supervision is received from the departments director.

ILLUSTRATIVE EXAMPLES OF WORK

Makes appropriate studies throughout the community to ascertain the health needs and solicits recommendations for development of new or improvement of existing services. .
Identifies community and agency resources for health services, determines the type of service rendered and, where feasible, enlists cooperation.
Confers with department program directors and with their technical and professional assistance, develops a plan to initiate or augment services
Coordinates the activities of staff members in the various disciplines who have been delegated to assist in effectuating program plans.
Acquaints public and community agencies with the aims of the program and seeks acceptance and support from any who may contribute to its success.
Makes periodic evaluation of program, prepares reports of its operation and achievements, and develops guidelines to be used by other health departments in establishing similar programs.
Recruits, selects and assigns personnel.

KNOWLEDGES, SKILLS, AND ABILITIES

Extensive knowledge of the organization and program of services available in a local health or mental health department,
Considerable knowledge of the principles and practices of public and business administration.
Knowledge of social and economic factors in the community.
Ability to interpret and apply federal, state and local laws, rules and regulations applicable to the area in which assigned.
Ability to counsel, guide, assign and supervise the work of others.
Ability to present comments clearly and concisely in oral or written form.
Ability to deal tactfully with the public and to exercise good judgment in appraising situations and making decisions.

ACCEPTABLE TRAINING AND EXPERIENCE:

Graduation from an accredited four year college or university. Five years of paid employment in an administrative, supervisory, or consultative capacity including three years in a public health or mental health program.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

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