

**CLASS TITLE: COMMUNITY HEALTH NURSE COORDINATOR**

**Class Code: 02891200**  
**Pay Grade: 23A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To offer clinical and educational nursing services to private and public agencies throughout the state and to coordinate and correlate such services with other services of the department and with various programs of private and other public agencies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom a general program is received; work is reviewed for conformance to departmental policies and professional practices.

**SUPERVISION EXERCISED:** As required, supervises the work of subordinates.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To offer clinical and educational nursing services to private and public agencies throughout the state and to coordinate and correlate such services with other services of the department and with various programs of private and other public agencies.

To coordinate the assessment of individual and family health care needs for the promotion of preventive and health care services and to implement proper programs or treatment.

On a regular basis to review the nursing services of private and public agencies and to evaluate the services provided in order to ensure program effectiveness and compliance with applicable professional, regulatory, and contractual standards and requirements.

To assist various agencies in developing quality assurance programs to insure the delivery of such quality care program services.

To cooperate with community agencies and other groups to promote and develop community participation in public health programs.

To participate in in-service training and educational programs in various public and private agencies.

To conduct studies, surveys and on-site visits of health care facilities for the purpose of determining the assessment of services and to prepare reports thereon.

To serve in a liaison capacity between private and public agencies and the Department and other concerned state agencies in planning, coordinating, implementing and evaluating community health services.

To maintain records and prepare written reports as required.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the techniques and practices of community health nursing; skill in the application of such techniques and practices; a working knowledge of the principles of community health education; the ability to provide clinical nursing and education services to private and public agencies throughout the state; the ability to analyze nursing needs and to advise on the establishment and maintenance of such program services; the ability to keep records and prepare reports; the ability to establish and maintain effective working relationships with superiors, associates, subordinates, the community, and private and public agencies and organizations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an accredited school of nursing and/or graduation from a college of recognized standing involving a program of study in nursing; and

Experience: Such as may have been gained through: considerable employment providing professional nursing services involving clinical and/or educational health work.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must meet nursing registration requirements as required by Rhode Island law and regulations and must maintain such requirements as a condition of employment.

Class Revised: December 22, 1985

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