

MAJOR FUNCTION

This is technical and professional work developing, implementing and coordinating health education programs and health services to improve the health of participants of the City's senior services programs. The incumbent maintains medical files and other pertinent data on participants served, coordinates program volunteers, and establishes and maintains relationships with community health and social service agencies. The incumbent works in the community to expand activities offered through the health program, and assists participants in coordinating their health care needs, i.e. transportation, doctors' appointments, medication management. Work is performed under the general supervision of a higher-level manager; however, the incumbent must employ considerable independent judgment and initiative, as work may involve complex and significant variables. Results are reviewed through conferences, reports, and achievement of desired objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Facilitates preventive screenings and accurately provides individual medical assistance, identifying potential problems that could affect the health of a program participant. Assists senior program participants in coordinating their personal health care, i.e. diet and medication management. Coordinates health education programs and activities. Maintains monthly data and medical files on participants served. Participates in community outreach opportunities and maintains relationships with community health and social service providers. Teaches exercise, and other classes as they are developed and implemented. Insures that appropriate medical treatment is administered in the event that a program participant has a medical problem while on site. Selects, evaluates and makes recommendations for termination of volunteer staff. Coordinates work schedules and assignments for program volunteers, i.e. receptionist and nurses. Performs related work as required.

Other Important Duties

Completes special projects as assigned. Serves on ad hoc committees to represent interests of area of responsibility. Assists with Senior Services special events, including the Lunch Bunch program. Attends training, seminars and conferences to keep abreast of developments in the area of responsibility. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of nursing theory and practices, with an emphasis on geriatric patient health maintenance and treatment. Considerable knowledge of drugs/medications and their effects. Knowledge of community resources relative to physical and mental health care. Ability to analyze, facts and conditions and apply sound nursing principles in making decisions. Ability to evaluate illnesses and injuries, administer first aid for minor injuries or, on examination, make proper physician referrals. Ability to develop long-term strategic plans for functions and programs and to accurately evaluate gaps in service. Ability to communicate effectively orally and in writing. Ability to coordinate the efforts of and supervise volunteer staff to accomplish objectives. Ability to prepare and maintain files and statistical reports. Ability to establish and maintain relationships necessary for successful job performance. Ability to keep informed of developments in the relevant medical field. Skill in the operation and use of microcomputers and associated databases, applications, software programs and peripherals necessary for successful job performance.

Minimum Training and Experience

Possession of an Associate's degree in nursing and three years of professional nursing experience.

Necessary Special Requirement

Must licensed as a Registered Nurse in the State of Florida.

Must possess a valid class "E" State driver's license at time of application.

Established: 12-19-05