Georgia State University

Job Specification

Job Title: Nursing Services Coordinator

BCAT Code: 09QX04
Pay Grade: G17
Effective Date: April 1, 2007
FLSA Status: Exempt
Revision Date: July 1, 2013

General Description
Coordinates the services provided by Registered Nurses (RN) to participants of the Project Healthy Grandparents (PHG), a community based service and research project.

Examples of Duties
- Recruits, hires, trains and supervises nursing staff.
- Supervises and is accountable for the health data collection and home based intervention of the nursing staff.
- Makes home visits and provides direct patient services as required.
- Maintains records, the 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 and coordinates staff and meetings.
- Participates in problem solving, policy and procedure development and planning.
- Conducts RN orientation and training.
- Represents the PHG at health fairs and community events.
- Develops a monthly health calendar for clients.
- Coordinates health topics and services.
- Proposes policies and procedures related to the health dimensions of this program.
- Plans, organizes and manages the supplies and equipment.
- Conducts focus groups.
- Oversees the credentialing of nurses as required by institutional review boards, public and private funding sources.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of child and elder abuse and neglect reporting laws.
- Knowledge of the Health Insurance Portability and Accountability Act (HIPPA).
- Knowledge of computer operations, such as word processing, email, etc.
- Skilled and trained in Home Health.
- Good organizational skills.
- Ability to supervise.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Master’s degree in Nursing or a related field. The Georgia license as Registered Professional Nurse or evidence of the exam in progress is required.

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.