



August 5, 2023

PUBLIC HEALTH NURSE III
Family Planning Coordinator
Salary Grade (73)
Salary Range is \$65,417 to \$104,577

*Salary offer will be commensurate with experience, education, and equity with others in the agency upon hire.
Local government entities may not offer salary levels outside of the posted salary range for each job posting.
It is the practice of GVPH to post the entire salary range for each job posting from hiring amount to top of the range.*

Granville Vance Public Health is currently accepting applications for one (1) Full-time Registered Nurse to work in our Public Health Clinics in Granville and Vance counties.

THE PRIMARY PURPOSE: The primary purpose of this position is to serve as the District Family Planning Coordinator. This position is responsible for both direct patient care and indirect administrative duties to assure compliance with the Division of Public Health funding requirements. This position works closely with the Advanced Practice Provider to assure quality care is provided for women seeking physical exams, contraceptive supplies, and education. Program administration duties include providing Title X orientation to new staff working within the Family Planning Program, assuring annual training for staff working with Family Planning clients, reviewing/updating program policies and procedures when program guidelines change, monitoring encounters for correct coding and billing, maintaining accurate pharmacy and supply records, and consulting with contracted pharmacies. Collaboration and outreach activities in the community and with community partners occasionally occurs to assure the program is meeting the needs of Granville and Vance County residents. The nurse in this position will also perform duties of an STD Enhanced Role Nurse providing advanced and independent nursing care to patients in the STD clinic.

MINIMUM QUALIFICATIONS: - Graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and two years of Public Health nursing experience; or a Master in Public Health and graduation from a school of professional nursing and two years of professional nursing experience; or graduation from a school of professional nursing and three years of professional nursing experience including two years of Public Health nursing experience; or an equivalent combination of training and experience. Individuals employed in a local Health Department without a B.S. Degree which includes a Public Health Nursing rotation or a Master in Public Health, will be required to complete the "Introduction to Principles and Practices of Public Health Nursing" course within one year of employment as a condition of continued employment in accordance with Health Services Commission Rule.

NECESSARY SPECIAL QUALIFICATIONS: – A current license to practice as a Registered Nurse in North Carolina by the N. C. Board of Nursing. Current CPR certification.

PREFERRED REQUIREMENTS: Prior Public Health experience and fluency in Spanish are a plus.

COMPENSATION PACKAGE: GVPH offers competitive benefits including paid group medical insurance, NC Local Government Employees Retirement System membership, thirteen paid holidays, and vacation and sick leave. Other voluntary group benefit options are available, including 401(k), 457(b), dental insurance, life insurance, vision insurance and flexible spending accounts.

APPLICATION PROCESS: Interested applicants must submit a cover letter; a completed **State Application (PD 107)** and official college transcripts; and three work-related reference contacts. Applicants who apply by August 14, 2023, will be given priority for first-round interviews. May submit via email to humanresources@gvdhd.org or postal mail to:

Personnel Director
Granville Vance Public Health
Post Office Box 367
Oxford, North Carolina 27565

SELECTION PROCESS: Includes review of qualifications, structured interviews, reference checks on qualified applicants and successful completion of pre-employment drug screen. This position is open until filled.

GVPH IS AN EQUAL OPPORTUNITY EMPLOYER.