

**Warren County Human Resources**  
**602 West Ridgeway Street**  
**P.O. Box 619**  
**Warrenton, NC 27589**



**Monday - Friday 8:30am to 5:00pm**  
**Telephone: (252) 257-3574**  
**Facsimile: (252) 257-5971**  
**www.warrencountync.com**

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **HEALTH DEPARTMENT**

**POSITION:** Public Health Nurse II\* Child Care Coordinator

**DUTIES:** The primary purpose of this position is to coordinate the Child Health clinic which involves planning and coordinating services for children ages birth through 20. Duties include overseeing staff assignments and functions during clinics; assisting the providers in the care of clients; reviewing charts to ensure accurate documentation and coding; and conducting home visits to newborns. Employee must also assist in other clinics as needed. Employee must be knowledgeable of Medicaid guidelines & immunization requirements. The opportunity is also available for the employee to attend training sessions in order to become registered to perform well-child physicals.

**EDUCATION/EXPERIENCE:** Graduation from a four year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation & 1 year of Public Health Nursing experience; or Master's in Public Health & graduation from a school of professional nursing & year of professional nursing experience; or graduation from a school of professional nursing & two years of professional nursing experience including one year of Public Health Nursing experience; or an equivalent combination of training and experience. Must be licensed as a Registered Nurse in North Carolina.

**SPECIAL REQUIREMENTS:** Valid driver's license in good standing; licensed to practice as a Registered Nurse in North Carolina; must meet & maintain minimum education & experience requirements as determined by the state of North Carolina.

**SALARY:** : \$47,305 - \$73,322 annually

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North Carolina State applications (PD-107) will be accepted **UNTIL FILLED** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**