



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 698.3

Job Title: **CLINICAL EDUCATION COORDINATOR**

Pay Grade: 18

### **GENERAL SUMMARY:**

Coordinates the provision of effective and efficient direct and preventative health care in the community.

### **RESPONSIBILITIES:**

- Coordinates the provision of direct patient health care, making necessary referrals to other City agencies, medical facilities, etc., as needed.
- Supervises the daily work activities of ancillary nursing personnel, including work schedules, team assignments, patient follow-up, etc.
- Initiates purchase orders and oversees the disbursement of supplies between units.
- Assists in analyzing, planning and coordinating public health nursing services for the clinic and the community.
- Compiles clinic statistics, prepares and submits scheduled reports.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Nursing, Health Education, Biology, Medical Technology, Medical Social Work or related field.

#### **EXPERIENCE:**

Two years of experience in Public Health Nursing, Health Education, Medical Technology or related field such as Medical Social Work are required.

A Master's degree in Health Education, Medical Technology, Medical Social Work or related field of study may be substituted for the above requirements.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description.

### **JOB FAMILY:**

Clinical Education Coordinator  
Senior Clinical Education Coordinator

*Effective: October 1990*

*Revised: August 1991*