



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 698.4

Job Title: **SENIOR CLINICAL EDUCATION COORDINATOR**

Pay Grade: 20

GENERAL SUMMARY:

Assists in the planning and coordination of staff development programs, preventative health care services, and community education programs. Oversees and trains subordinate employees.

RESPONSIBILITIES:

- Supervises section. Schedules and reviews work, trains and evaluates employees.
- Develops, administers, and supervises the implementation of patient and community health education services and programs; evaluates community and Health Department response and impact; compiles statistical data; recommends improvements.
- Coordinates departmental activities and projects with educators, inter-agency divisions, and other entities.
- Assists in the recruitment, selection and placement of Bureau staff.
- Designs evaluation tools and appropriate research methodology for data collection, analysis and compilation.
- Provides assessment reports on health care education, staff development and community education services.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor of Science degree in Nursing, Health Education, Biology, Medical Technology or related field.

EXPERIENCE:

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

A Master's degree in Health Education, Medical Technology, Public Health Nursing or Biology and two years of related work experience 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 cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

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 and occasionally with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. 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