



THE ARC OF JEFFERSON COUNTY JOB POSTING NOTICE

Date Posted: 08/03/2017

Job Title: Coordinator of Health Services	Job Code: Support 1308032017
Department: 13	FLSA Status: Non-Exempt
Reports to: Vice President of Clinical Services	
Work Schedule: Shift Varies	

Job Duties:

1. Supervising Staff (RNs, LPNs, Clinical Aides Manager and Clinical Aides)
2. Maintaining records and Scheduling shifts
3. Overseeing all phases of health care for individuals receiving services

Knowledge, Skills and Abilities Required:

Registered Nurse, Licensed by Alabama Board of Nursing. Excellent written and verbal communication skills and organizational competence required. Reliable transportation and valid Alabama driver's license required and must be insurable by the agency insurance.

Physical Requirements: This position requires frequently standing; walking; hand dexterity; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Email resume or application to: jobs@arcofjeff.com or complete application and apply in person at 6001 Crestwood Blvd, Birmingham, AL 35212.

EOE/M/F/Vet/Disabled