

Job Title	Health Services Coordinator
Employer/ Agency	Harris County Department of Education
Job Description	To develop, implement, monitor and coordinate the Health Services area in accordance with all applicable guidelines and to train, mentor and support staff to achieve program goals.
Qualifications	<p>Education/Certification:</p> <ul style="list-style-type: none"> • Bachelor’s degree from an accredited university in Public Health, Health Administration, Health Education, Nursing or related field • Master’s degree preferred <p>Special Knowledge/Skills:</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Strong critical thinking and decision-making skills • Ability to interact with diverse populations • Ability to identify and solve problems • Ability to work cohesively on an interdisciplinary team • Proficiency with a variety of software, including Microsoft Word, Excel, PowerPoint, Publisher and Access • Bilingual (English/Spanish) speaking skills preferred <p>Experience:</p> <ul style="list-style-type: none"> • Three to five years of experience in public/community health, occupational health, school nursing, health education, maternal and child health, health administration or related field
Salary/Hours	\$53,353 - \$54,500
Employer/Agency	Harris County Department of Education
Address	6300 Irvington Blvd
City, State, Zip	Houston, TX 77022
Contact Person	Laura Nilon

Contact Title	Human Resources Coordinator
Telephone Number	713-696-8287
Fax Number	713-696-0739
Email Address	lnilon@hcde-texas.org
Application Method	Online
Opening Date	Immediate

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