

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



Monday - Friday 8:30am to 5:00pm  
Telephone: (252) 257- 3574  
Facsimile: (252) 257-5971

## EMPLOYMENT OPPORTUNITY

### WARREN COUNTY

### HEALTH DEPARTMENT

**A non-refundable signing bonus in the amount of \$3,750 will be paid in the selected applicant's paycheck 6 months following employment and execution of the Employment Signing and Retention Bonus Agreement.**

**A retention bonus in the amount of \$3,750 will be paid in the selected applicant's next paycheck following the completion of 12 full months of employment in the same position with the County following the date of payment of the signing bonus.**

**To be eligible for a sign-on bonus, the candidate must not have worked as a probationary, permanent, or time-limited employee in the last 12 months as an employee subject to the State Human Resources Act or Warren County's Personnel Manual.**

**POSITION:** Public Health Nurse II\* (Child Health 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 and 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 and one year of Public Health Nursing experience; or Master's in Public Health and graduation from a school of professional nursing and one year of professional nursing experience; or graduation from a school of professional nursing and 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.

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

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North Carolina State applications will be accepted **Until Filled** at the Division of Workforce Solutions (formerly the Employment Security Commission), 309 N. Main Street, Room 123, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. 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**

**TDD 1-800-735-2962**