



570 N. Marshall Road  
Coldwater, MI 49036  
(517) 279-9561  
Fax (517) 278-2923

20 Care Drive  
Hillsdale, MI 49242  
(517) 437-7395  
Fax (517) 437-0166

1110 Hill Street  
Three Rivers, MI 49093  
(269) 273-2161  
Fax (269) 273-2452

[www.bhsj.org](http://www.bhsj.org)

### **Clinic & WIC Coordinator Vacancy Announcement**

The Clinic Coordinator serves under the supervision of the Personal Health and Disease Prevention Director and oversees all clinical activities in the Hillsdale location including; Women, Infants, and Children Nutrition Program (WIC), Immunizations, Communicable Disease Prevention, Sexually Transmitted Infection Prevention and Treatment, HIV Testing and Counseling, Breastfeeding Education and Support, Blood Lead Testing, and Fluoride Varnishing. Also serves as the main contact and coordinator for the Agency's WIC program. Duties include, but are not limited to, providing leadership and direction to all clinic staff, providing interventions to clients within the programs, ensuring minimum program indicators are met, collaborating with other Coordinators in the Agency, other local agencies, and the state. The successful applicant must provide their own reliable transportation, be able to work independently and lead staff by utilizing good oral and written communication skills.

#### **Employment Qualifications:**

Education: Bachelor of Science in Nursing or equivalent experience.  
Certification: Registered Nurse or Licensed Nurse Practitioner in Michigan  
Possession of a valid Michigan Driver's License

#### **Salary and Fringe Benefits:**

This is a full-time position (37.5 hours per week) located in the Hillsdale office. The current salary range for this position is \$45,454.50 to \$54,112.50 annually. BHSJCHA offers a full range of fringe benefits including Health, Dental, Optical, and Life Insurances, Sick and Annual Leaves, an Employer Contributed Retirement Savings Plan, Flexible Spending Plan.

#### **Application Process:**

Qualified applicants should submit their resumes with cover letter by September 19, 2018 to:

Yvonne Atwood, BSN  
Personal Health and Disease Prevention Director  
Branch-Hillsdale-St. Joseph Community Health Agency  
570 Marshall Rd.  
Coldwater, MI 49036  
[atwoody@bhsj.org](mailto:atwoody@bhsj.org)