

# GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

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|                                                       | <p>Date Posted: 10/17/2025</p> <p>Closing Date: Open Until Filled</p> <p>Positions Open: 1</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Position:                                             | Full-Time Health Services Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Department                                            | Grayson County Juvenile Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Minimum Salary:                                       | (Depending Upon Qualifications)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Duties include, but are not limited to the following: | <p>Under general supervision, coordinates health care delivery, and health and wellness education to adolescents in secure juvenile facilities. Work involves coordinating and providing services of an assigned clinic including obtaining personal and routine medical information from youth and families, write and carry out orders according to a physician's protocol, administering medications, vaccinations, conducting TB testing as needed and counseling children on proper hygiene and health care practices. The chosen applicant will also possess the ability to organize immunization clinics, schedule medical appointments, order and stock medication, administer direct observation therapy outside of a clinic setting, preparing and maintaining a variety of records pertaining to youth, and communicate (via phone, secure fax, e-mail, on-site visits) with local medical providers, pharmacies, parents, Juvenile Services team and school nurses/officials, in regards to reporting/tracking communicable diseases in accordance with State of Texas guidelines. This position will be a part of the Public Health Emergency Preparedness team and assist during public health emergencies. Must be able to multi-task, work individually, and work within an interdisciplinary team environment. <b>Perform other duties as assigned.</b></p> |
| Qualifications and Requirements:                      | <p>Applicants must be credentialed as a health care professional who by virtue of their education, credentials and experience, are permitted by law to evaluate and care for patients. Bilingual a plus. Must have good communication skills and be capable of consistently interacting with patients and within a team environment. Must be proficient with operating a personal computer and software (Word, Excel, PowerPoint, etc.). Candidate must hold a valid driver's license and have access to reliable transportation. Non-smoking office. Must pass a criminal background check, driving record check and drug screen. Please include a copy of your college transcript(s) and credentials with the application.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Hours:                                                | Typically, 8:00 AM – 5:00 PM – days and hours can vary based upon client and facility needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Benefits:                                             | Excellent retirement plan. Use of personal vehicle will be reimbursed at a set rate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.