

Portage County Combined General Health District

NURSING DIVISION JOB POSTING



Position: Public Health Nurse
Department: Nursing Division
Location: Ravenna, Ohio
Position Type: Full-Time – Non-exempt; 120 days probationary period
Work Schedule: Office Hours are Monday – Friday
8:00am- 4:30pm -Hours may vary
May require some weekend and evening work.
Salary Range: \$22.00 - \$31.00 per hour
Reports To: Rosemary Ferraro, Director of Nursing

SUMMARY:

Under general direction, the Public Health Nurse will provide professional nursing services to the community in a variety of settings. Assigned programs may include but are not limited to: Immunization Clinics, CMH (Children with Medical Handicaps), communicable disease reporting and investigation and community outreach.

Job Description:

Provides case management and care coordinate, referral and follow up to individuals and families who have children with medical /special healthcare needs.

Responsible for coordinating (CMH) program billing, PHN assessment form and entering the information into the CMACS (ODH) system for payment of services.

Document and track nursing care and coordination of services for children who are on the CMH program.

Assist in providing immunization for children, adults and participating in flu clinics/COVID. These clinics will be based on the Advisory Committee on Immunizations (ACIP), and as necessary for public health control measures.

Participates in necessary public health team emergency preparedness training and exercise.

Investigations of infectious diseases both naturally occurring and bioterrorist incidents. Enters case information into the Ohio Disease Reporting System (ODRS). Interprets and implements local, state, and federal guidelines related to infectious disease control.

Monitors various infectious disease surveillance systems (i.e., epicenter anomalies, ODS, etc) for significant disease trends and early detection of emerging infectious disease.

Collaboration with community partners.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Organizational Duties:

Portage County Combined General Health District is an Equal Opportunity Employer

Participate in quality improvement team projects and quality improvement training initiatives as applicable/required and incorporate the principles of quality improvement into daily work activities. Incident Command System/National Incident Management System Training. Provides emergency response support.

Minimum Requirements:

- Bachelor's Degree in Nursing
- Valid state of Ohio Registered Nurse license
- Valid state of Ohio driver's license and auto insurance
- Knowledge of HIPAA regulations and ability to preserve confidentiality of protected health information and program records.
- Strong customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity & competence.

Skills/ Abilities:

- Proficiency with Microsoft office suite (i.e., Outlook, Excel, OneDrive, SharePoint, etc.)
- Ability to provide excellent customer service in verbal and written communication, including cultural sensitivity & competence
- Ability to proofread documents for content, grammar, and spelling
- Excellent organizational and time management skills
- Excellent written and verbal communications skills
- Ability to manage multiple projects and meet deadlines

Pre-Employment Testing Requirements: Criminal Background Check and Pre-employment Drug Testing

Work Environment:

General office setting in the Health Department facility requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening with occasional exposure to adverse environmental conditions. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Apply:

Please send cover letter, employment application and resume to Sarah Meduri, Director of Personnel and Administrative Services at Smeduri@portagehealth.net

Posting Period: Open until filled