



Erie County Health Department Erie County Community Health Center Job Posting #2018-46

Equal Opportunity Employer

Position: Lead Evaluator
Division: Public Health Nursing
Contact Person: Kathy Bango, Human Resources Office
Salary: Commensurate with experience
Start Date: Immediate Opening
Working Hours: Full Time; 8:00 a.m. – 5:00 p.m. – Monday through Fridays, occasional weekend or evening hours – Hours may be altered to accommodate Agency need.
Posting Opens: Wednesday, October 31, 2018
Posting Closes: Friday, November 2, 2018

Qualifications

Education, Licensure, Certifications, Experience

- License to practice nursing as a licensed practical nurse or registered nurse issued by Ohio Board of Nursing pursuant to Section 4723.09 Ohio Revised Code, one-year experience in related field of nursing. Effective January 1, 1989, must also have card from one of the following to verify appropriate preparation to administer medications: NAPNES, OOPNE or Ohio Board of Nursing.
- Certified health care provider CPR.
- Valid Ohio driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- National Incident Management System (NIMS)/Incident Command System (ICS) 100.b and 700.a certification within one month of employment.

Major Responsibilities

- Promotes and supports population health by providing a variety of nursing, administrative and technical support services such as providing specialized, technical, program, or agency specific information to internal or external customers. These services include but are not limited to:
 - Coordinate and complete (nasal) naloxone trainings with First Responders throughout the three-county region (Erie, Huron, and Ottawa Counties).

- Develop training materials
- Provide Strategic Prevention Framework
- Completes data analysis, submits reports, evaluation plans within required timelines.
- Hold advisory committee meetings to review components of the grant and deliverables.
- Conduct public education awareness campaigns of Ohio's Good Samaritan Law.
- Conduct assessments on all pharmacies in the three-county region to focus on strategies to reduce unused/unwanted prescription medication.
- Attends and participates in required meetings.
- Travels as needed to meet grant deliverables.
- Coordinates two Drug Recognition Expert (DRE) trainings per year.
- Develops referral mechanisms to the appropriate treatment for a person surviving a drug overdose.

Scope & Impact

The Lead Evaluator contributes to the first impressions visitors and patients have of the Agency. In the course of business, this person interacts directly with patients, visitors, management and medical staff. The position also has a contributory effect on meeting budget goals which can impact both delivery of essential healthcare services and achieving the Agency's mission, organizational goals, strategic priorities, and management by objectives (MBOs).

Primary Job Functions or Essential Functions

Essential Elements

- Works within assigned Erie County Health Department/Erie County Community Health Center programs and services.
- Under the guidance of a supervisor provides direct, skilled nursing services to provide a wide variety of services.
- Assists and utilizes the nursing process to determine special health care needs, which are based on assessment data, observations, and diagnoses.
- Assesses environments, counsels client in health care matters, and administers medications and treatment under medical direction.
- Collects specimens for diagnostic testing.
- Collaborates with other staff nurses, licensed practical nurses, and medical assistants to implement necessary care.
- With assistance, evaluates the effectiveness of care and modifies care plans accordingly.
- Counsels individuals in appropriate health behaviors including family planning.
- Promotes public health education and disease prevention.
- Acts as a health advocate for individuals, families, and the community.

- Presents informational, educational programs or talks, including school health education as required.
- Participates in health awareness programs.
- Investigates communicable diseases.
- Follows all HIPAA provisions concerning confidential information.
- Participates in the Incident Command Structure according to the NIM system.
- Responds to incident management/emergency issues.
- Completes other special projects or duties as assigned.
- Responds to organizational goals, strategic priorities, and management by objectives (MBOs).

Non-Essential Elements

- Assists in orientation and guidance of new staff.
- Participates in public health experience of nursing and medical students, interns, and residents.
- Participates in special projects or activities.
- Many conduct or coordinate special projects as assigned.
- Participates in community health needs assessment process.
- Participates in quality assurance activities.
- Participates in team conferences.
- Participates in record reviews.
- Participates in equipment checks.
- Participates in staff meetings.
- Documents all activities and findings in accordance with agency policy.
- Prepares and maintains records and reports.
- Participates in continuing education programs and self-directed education to keep skills and knowledge current.
- Performs clerical tasks (e.g., charts and records all medications, treatments, and pertinent medical information; completes required reports such as incident and accident reports; documents Medicaid information; orders supplies and equipment; maintains consistent and exact inventory of all controlled drugs, medication, and equipment).
- Maintains required data and enters into system.
- Relates public health skills to the Core Public Health Functions and Ten Essential Services of Public Health.

Community Dimensions of Practice

- Provides public health information and data with individuals, community groups, other agencies, internal customers, and the general public about physical, behavioral, environmental, social, economic and other issues affecting the public's health.
- Under general supervision, prepares public health documents and reports.

Leadership and Systems Thinking

- Reports observations or any treatment which may affect decision making to the supervisor.
- With general supervision, manages projects that support public health interventions.
- Adheres to Occupational Safety and Health Administration standards relevant to job duties, such as exposure to bloodborne pathogens.
- Must follow all safety policies and procedures to ensure an accident-free workplace.

Policy Development and Program Planning

- Assists with programs' compliance with state and federal regulations and standards of care and practice.
- Provides administrative, nursing, and technical support to Agency activities related to development and implementation of community health assessment, planning, program, and policy development and implementation activities.
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in the development of and provides technical and administrative support to Agency's quality improvement performance management, and evaluation activities.

Communication and Cultural Competency

- Answers telephones; screens calls, responds to inquiries and/or refers callers to appropriate agencies or divisions.
- Under general supervision, compose, draft, type and/or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to the appropriate use of the English language and established procedures.
- Process mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; respond to mail that can be handled personally; identify priority and/or time-sensitive matters; and maintain security and confidentiality.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Erie County Health Department policy in the collection, maintenance, use and dissemination of data and information.
- Participates in new staff orientation and public health experience of nursing students.
- Ability to provide services within diverse communities and work with populace of addictions.

Financial Planning and Management

- Performs all administrative and technical activities related to Primary Care & Clinical Services Division and/or program purchasing according to Agency policies and procedures.
- Perform accurate numerical calculation.
- Identifies funding opportunities and new program areas to match Agency priorities using research tools.

Other

- Participates in continuing education programs and self-directed education to keep skills and knowledge current.
- Performs public health emergency response duties as assigned and consistent with job classification and training provided, in response to threats to the public's health.
- Participates in community health needs assessment process.
- Participates in quality assurance activities.
- Participates in Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- Arranges for outpatient appointments.
- Arranges for new and refilled prescriptions ordered by clinicians through local pharmacy.
- This position will be responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the public health programs. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.
- Greets visitors and patients in a friendly, competent, professional and informed manner.
- Determines reason for the visit, gathers patient information and secures signed documents as needed.
- Eases any concerns or distress patients may exhibit during the intake process.
- Responds to questions with timely, accurate and complete information.
- Answers and redirects incoming calls as appropriate.
- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.

Special Requirements, Skills, Abilities, & Qualities

Behavioral Expectations

- Treats others with courtesy and respect in all interactions.
- Responds with flexibility to changing needs.
- Manages multiple tasks and deadlines.
- Supports and promotes the Agency's vision, mission, and core values.

Knowledge and Skills

- Knowledge of skilled public health nursing techniques and methodologies.
- Knowledge of the core functions and essential services of public health.
- Knowledge of interviewing, public health laws and regulations.
- Knowledge of immunization protocols.
- Knowledge of communicable diseases.
- Knowledge of counseling techniques.
- Knowledge of the community and its resources.
- Knowledge of principles of medication administration.
- Recognizes unusual or threatening conditions and takes appropriate emergency action.
- Knowledge of general office principles and practices.
- Knowledge of software applications relative to the position assignment.
- Knowledge of nursing staff responsibilities in various health center programs (e.g., prenatal, reproductive health and wellness, immunizations, primary care, etc.).
- Knowledge of various computer programs (NextGen, Excel, Impact SIIIS, etc.).
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage, and spelling.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Knowledge of government structure and process.
- Reads and comprehends medical terminology, manuals, and records.
- Ability to keep accurate reports and records.
- Organizational skills.
- Requires a self-starter with the ability to work both independently and as a team member in a professional environment.
- Good natured with a positive attitude; able to perform under pressure.
- Ability to interact effectively and in a supportive manner with patients, stakeholders, and public peers.
- Always courteous and respectful regardless of race, creed, family and/or economic situation.

- Bilingual language skills a plus.
- Ability to use good judgment and persistence in overcoming challenges, addressing conflicts and solving problems.
- Effective oral and written communication skills, including phone skills and etiquette.
- Attention to detail, and adherence to established policies and procedures required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- Touch typing/keyboarding and touch ten-key; both with speed and accuracy.
- Working knowledge of Windows personal computer, Microsoft Word and Excel.
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) process.
- Knowledge and understanding of public health accreditation process.
- Knowledge of the Ohio Nurse Practice Act.
- Criminal background verification required.
- Ability to time budget in areas of workforce development and Agency duties.

Due to the need for all Health Department personnel to respond to public health emergencies, the employee must be assessed for his/her ability to meet the physical demands of performing the following activities:

- Engage in the following movements: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling and writing and repetitive motions.
- Must be able to be fitted and wear NIOSH 95 mask. (Requires the elimination of facial hair/beard.)
- Exert up to 50 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Hearing ability sufficient enough to communicate with others effectively in person and over the phone.
- Ability to hear and respond to internal or external emergency or evacuation alarms.
- Visual ability must be sufficient enough to read typewritten documents, computer screen and drive a car.

If unable to demonstrate these abilities based upon a standardized, objective assessment performed by external occupational health professionals, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Ohio law.

Working Conditions While Performing Essential Functions

- General office setting in health department facilities, as well as occasionally in community sites including clients' homes and workplaces.

- Work performed in the community is sometimes subject to conditions that range from inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from off-site locations may subject worker to increased risk of driving hazards. Community locations may subject worker to communicable diseases, insects and other disease vectors, toxins, hazardous materials, chemicals and animals.
- In all settings, employees in this classification may occasionally need to relate to members of the public who exhibit challenging atypical or hostile behaviors and/or communication.
- May include alternate sites, temporary locations and/or multiple locations depending on the public health emergency.

Equipment Used to Perform Essential Functions

Including, but not limited to computer, fax, copier, scanner, calculator, multi-line telephone, cell phone, camera, video recorder, public health and medical equipment and supplies related to duties, and personal vehicle.

Bloodborne Pathogen Risk Code: None Low Medium High

Qualified Applicants

Qualified applicants may apply by visiting the Erie County Health Department/Erie County Community Health Center's website, www.eriecohealthiohio.com, where employment applications and current job postings are available for viewing and completion. A completed Erie County Health Department/Erie County Community Health Center employment application must be submitted to the Human Resources Department prior to 5:00 p.m. on November 2, 2018. EOE/AA/ADA

Approved for Content & Posting _____



Erie County Health Commissioner

Date _____

10/29/18