

Erie County Health Department
Erie County Community Health Center
Job Posting #2021-07
Equal Opportunity Employer

Position:	Licensed Practical Nurse
Division:	Public Health Nursing
Contact Person:	Kathy Bango, Human Resources Office
Salary:	Commensurate with experience (Pay Range: \$18.50 - \$26.00)
Start Date:	Immediate Opening
Working Hours:	Part Time; 8:00 a.m. – 5:00 p.m. or scheduled school hours Monday through Friday - Evenings, weekends, & holidays may be required based on Agency need.
Posting Opens:	Monday, January 4, 2021
Posting Closes:	Wednesday, June 30, 2021 or until filled

Qualifications

- Requires current licensure as a Licensed Practical nurse in the State of Ohio as issued by the Ohio Board of Nursing per Ohio Revised Code.
- One year of experience in related field of nursing
- Previous pediatric nursing experience preferred
- Certified health care provider CPR.
- Proficient in electronic records and new technology as applied to position.
- 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 and school-aged/adolescent health by providing a variety of administrative and technical support services such as providing specialized, technical, program, or Agency specific information to internal and external customers; answering phones; scheduling appointments; interviewing internal and external customers to establish services needed; navigating primary care for patients; establishing and maintaining data files; initiates patient centered medical home (PCMH) and patient referral systems of care; and drafting and editing documents such as correspondence and contracts.

Essential Functions

Under general supervision and/or as part of the Public Health Nursing team, performs the following functions within the framework of the Erie County Health Department and the Erie County Community Health Center's provision of the core functions and essential services of public health:

- Under the guidance of a supervisor, provides direct, skilled nursing services in a school setting
- Assists and utilizes the nursing process to determine special health care needs, develops nursing care plans which are based on assessment data, observations, nursing and medical diagnoses
- Assesses environments, counsels client in health care matters, and administers medication and treatment under medical directions
- Collaborates with other staff to implement necessary care
- Promotes public health education and disease prevention
- Participates in health awareness programs
- Assists with investigations of communicable diseases

- Follows all HIPAA provisions concerning confidential information
- Participates in the Incident Command Structure (ICS) according to the NIM system, including training and drills in support of disaster preparedness consistent with job classification.
- Responds to incident management/emergency issues
- Completes other special projects or duties assigned
- Knowledge and understanding of Patient Centered Medical Homes (PCMH) and Public Health Accreditation Board (PHAB) process.
- Knowledge of Agency policies, local rules and regulations, and community resources
- Knowledge of Nurse Practice Act, human relations, and nursing methodologies
- Understands the overall operations of the health department and the Ten Essential Public Health Services
- Knowledge of nursing and public health nursing theories, principles, and practices including the nursing process and epidemiology
- Knowledge of written and verbal communication, immunization protocols, communicable diseases, and counseling techniques
- Understands the overall operations of the health department and the Ten Essential Public Health Services
- Demonstrates ability to learn, follow directions, and communicate in a professional manner
- Operates and utilizes health care equipment and instruments
- Deals with some abstract but mostly concrete variables
- Acts as a health advocate for individuals, families, and the community
- Presents informational, educational programs or talks, including school health education as required
- Assists in orientation and guidance of new staff
- Participates in public health experience of nursing students, quality assurance activities, and team conferences/staff meetings.
- Performs clerical tasks (e.g., charts and records all medications, treatments and pertinent medical information, documents all activities and findings in accordance with Agency policy; completes required reports such as incident and accident reports; documents Medicaid information; orders supplies and equipment (if required); [maintains consistent and exact inventory of all controlled drugs medication and equipment].
- Obtains and completes appropriate patient forms, ensures patient confidentiality and maintains orderly medical records. Follows established public health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.
- Provides public health information and data to 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.
- 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.
- Maintains, updates, and uses computerized data management systems and utilizes informatics to improve program operations.
- Collaborates in the development of technical and administrative support to Agency's quality improvement, performance management, and evaluation activities by providing administrative and technical support to Agency activities related to the development and implementation of community health assessment, planning, program, and policy development and implementation activities.
- Processes mail and email by attaching related correspondence or information before forwarding, responding to mail when appropriate; responds to mail that can be handled personally; identifies priority and/or time-sensitive matters; and maintains 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.

- 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, participating in continuing education programs and self-directed education to keep skills and knowledge current and contributing to a work environment where continual improvements in practice are pursued. Performs other duties as assigned consistent with job classification.
- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.

Special Requirements

- 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 of rules and regulations (developed after employment).
- Knowledge of Agency personnel policies and procedures (developed after employment).
- Knowledge of the core functions and essential services of public health.
- Knowledge of general office principles and practices.
- Knowledge of software applications relative to the position assignment including Windows, Microsoft Word and Excel.
- 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.
- Ability to keep accurate reports and records.
- 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 visitors, 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.
- Flexible, and able to embrace and implement change
- A problem solver, with the ability to organize and prioritize responsibilities.
- Ability to time budget in areas of workforce development and Agency duties.
- Criminal background verification required.

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, over the phone, and 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

- General clinic setting in a school, as well as other occasional health department facilities which may include community sites, clients home, or other work places.
- 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

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 June 30, 2021 or until filled. EOE/AA/ADA

Approved for Content & Posting *Peter J. Schade, MPH, RS* Date *1/04/2021*
Erie County Health Commissioner *kb*