

**Erie County Health Department  
Erie County Community Health Center  
Job Posting #2021-14  
Equal Opportunity Employer**

**POSITION:** Registered Nurse or Licensed Practical Nurse

**DIVISION:** Primary Care & Clinical Services

**SALARY:** Commensurate with experience (Pay Range: \$18.50 - \$32.50)

**WORKING HOURS:** Full-Time; 8:00 a.m. – 5:00 p.m. – Monday through Fridays, weekend or evening hours as required. Hours may be altered to accommodate Agency need.

**START DATE:** Immediate Opening

**POSTING DATE:** Monday, January 4, 2021

**CLOSING DATE:** Wednesday, June 30, 2021 at 5:00 or until filled

**CONTACT PERSON:** Kathy Bango, Human Resources Office

### Qualifications

Requires current licensure as registered nurse in State of Ohio as issued by Board of Nursing, per Section 4723.03 of Ohio Revised Code or license to practice nursing as a licensed practical nurse issued by Ohio Board of Nursing pursuant to Section 4723.09; one year experience in related field of nursing. Certified health care provider CPR. Proficient in electronic records and new technology as applied to position. Must maintain a valid Ohio driver's license and current automobile liability insurance throughout employment.

### Major Responsibilities

Promotes and supports population health by providing a variety of nursing, administrative and technical support services such as providing direct care to individuals through the entire age continuance; navigating primary care for patients; establishing and maintaining electronic medical records; initiates patient centered medical home (PCMH) and patient referral systems of care; and responding to patients, questions, and healthcare needs.

### Essential Functions

Under general supervision and/or as part of the Primary Care & Clinical Services 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 to provide a wide variety of services.
- Assists and utilizes the nursing process to determine special health care needs, develops nursing care plans which are based on assessment data, observations, and nursing diagnosis.
- 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, LPNs and Public Health Aides 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).
- 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.
- May 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).
- Arranges for outpatient appointments.
- Arranges for new and refilled prescriptions ordered by physicians or CNPs through local pharmacy.
- Performs administrative tasks.
- Serves as liaison with others in the organization and conducts and/or attends meetings.
- Serves as member or leader of problem-solving teams or groups.
- Assists with training and orientation of new employees.
- Attends meetings as required.
- Communicates according to situational or organizational structure.
- Notifies supervisor of any treatment which may affect decision making.

### Special Requirements

- Knowledge and understanding of Patient Centered Medical Homes (PCMH) and Public Health Accreditation Board (PHAB) accreditation processes.
- Knowledge of Agency policies.
- Knowledge of Nurse Practice Act.
- Understands the overall operations of the health department and the Ten Essential Public Health Services.
- Ability to learn, follow directions, and communicate.
- Knowledge of nursing and public health nursing theories, principles and practices including the nursing process and epidemiology.
- Knowledge of human relations.
- Knowledge of written and verbal communication.
- Knowledge of nursing methodologies.
- Knowledge of the community and its resources.
- Knowledge of interviewing, public health laws and regulations.
- Knowledge of local rules and regulations.
- Knowledge of immunization protocols.
- Knowledge of communicable diseases.
- Knowledge of counseling techniques.
- Operates and utilizes health care equipment and instruments.
- Deals with some abstract but mostly concrete variables.
- Writes meaningful, concise and accurate reports in a timely manner.
- Gathers, collates, and classifies information about data, people or things.
- Demonstrates physical fitness.
- 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 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 SIIS, 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.

### Qualified Applicants

Qualified applicants may apply to the Human Resources Department, Erie County Health Department, 420 Superior Street, Sandusky, Ohio, (419-626-5623, Ext. 194) OR visit our website at [www.ecghd.org](http://www.ecghd.org) where current job postings can be viewed and an application is available to download. A completed Erie County Health Department employment application must be stamped in 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