

Erie County Health Department
Erie County Community Health Center
Job Posting #2025-57
Equal Opportunity Employer

Position: Nurse Practitioner

Division: Primary Care & Clinical Services

Contact Person: Kari Swenson, Human Resources

Salary: Commensurate with experience

Working Hours: Full Time. Monday through Friday, 8:00 a.m. – 4:30 p.m. and Tuesday evenings until 7:00 p.m. Evenings, weekends, & holidays may be required based on Agency & emergent needs.

Posting Opens: Friday, October 17, 2025

Posting Closes: Wednesday, December 31, 2025, at 4:30 p.m. or until filled

Qualifications

- Requires current licensure as a certified nurse practitioner in the State of Ohio as issued by the Board of Nursing, per Section 4723.43 of Ohio Revised Code Scope of Specialized Nursing Services.
- Certification as a Family Nurse Practitioner.
- 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.c, 700.b, and 200.c certifications within one month of employment.

Major Responsibilities

The Nurse Practitioner promotes and supports population health in Erie County by providing medical services for the patients of the Erie County Community Health Center. The Nurse Practitioner provides primary healthcare services to diverse populations throughout their lifespan. Healthcare services and tasks provided by the Nurse Practitioner include performing patient assessments and exams; diagnosing medical conditions; order and evaluating diagnostic tests; prescribing medications and treatments; developing individualized patient treatment plans and follow-up; providing evidence-based health education to patients and collaborating with the healthcare team to provide efficient, quality healthcare. The Nurse Practitioner provides mentoring, supervision, and technical assistance to staff; develops, implements, and administers patient centered medical home (PCMH) and patient referral systems of care. Medical actions are directed toward the goals of prevention, assessment, risk reduction and health status improvement for individuals, families, and communities. Medical activities include, but are not limited to, systematic analysis of health data, care plan development, health education, and advocacy.

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:

- Responds to individual client emergency situations in the clinical setting by summoning other health care providers and emergency response personnel in a timely and appropriate manner.
- Conducts patient interviews and interprets findings.
- Performs comprehensive assessments which include health history, physical assessment, assessment for substance abuse or domestic violence issues, and assessment of basic needs including food, housing, income, resources and supports, and access to health care.
- Provides education and counseling to individuals, families, and community groups that are adapted to their age, developmental status, disability, unique needs, lifestyle, cultural and socio-economic situation.
- Provides a wide spectrum of health services to patients within the Erie County Community Health Center.

- Documents patient care activities within the electronic health record.
- Practice is based on accepted evidence-based criteria and established clinical practice guidelines.
- Consults with collaborating physician and other members of the healthcare team when indicated.
- Provides relevant information and explanations, including a proposed treatment plan to the collaborating physician and seeks further direction where appropriate.
- Monitors patient's progress and response to treatment.
- Works and functions in a culturally competent capacity with persons from a variety of ethnic and social backgrounds.
- Establishes a partnership with the patient that facilitates decision making and self-care consistent with the client's health belief system.
- 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.
- Orders, performs, and interprets screening and diagnostic procedures and tests.
- Prescribes pharmacologic treatments.
- Participates in the development and maintenance of protocols of services provided and procedures to follow when performing delegated medical acts.
- Collaborates in development and delivery of programs and activities for individuals, families, and population groups that promote health and prevent disease.
- Evaluates outcomes of interventions; works with others (clients and other professionals) to make changes as necessary.
- Counsels and educates patients about preventive measures to avoid illness.
- Participates in the development of and contributes to individual, team, and Agency quality improvement, performance management, and evaluation activities.
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services.
- Promotes and facilitates the incorporation of Agency core values and strategic initiatives into daily service delivery.
- Participates in meetings, mandatory in-services, educational programs, and other activities to stay informed and current.
- Provides educational experiences for undergraduate and graduate students in medical, nursing, and public health.
- Demonstrates knowledge of applicable state professional practice rules and regulations for advanced practice registered nurses.
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens, or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Maintains clear, accurate, and appropriate records of patient care plan.
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued.
- 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.
- Must follow all safety policies and procedures to ensure an accident-free workplace.
- 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.
- 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 Agency and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Performs other duties as assigned consistent with job classification.
- Eases any concerns or distress clients/patients may exhibit during the visit to the Erie County Health Department and Erie County Community Health Center.
- Responds to questions with timely, accurate and complete information.
- Follows all regulations and requirements pertaining to public health, federally qualified health center (FQHC), and Agency policies toward the workplace.
- Responsible for transmitting medical information orally, or through notation in the patient's medical record to the collaborating physician for review.

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.
- Promotes team and organizational learning.
- Proficiency in knowledge of anatomy, physiology, pathophysiology, epidemiology, physical assessment & basic pharmacology.
- Proficiency in knowledge of human systems (wellness, illness, growth and development, family and community systems).
- Proficiency in the knowledge of prescribed treatments and medical interventions; ability to effectively monitor and document the patient's treatment progress and response; ability to refer to appropriate providers as indicated.
- Proficiency in knowledge of health care technology, equipment, supplies, and materials needed for medical treatment.
- Proficiency in knowledge of chart documentation requirements, medical record forms, State and Federal laws that govern release of health care information, patient consent.
- Proficiency in knowledge of population-based health status indicators, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services.
- Proficiency in knowledge of relevant Occupational Safety & Health Administration (OSHA) standards.
- Proficiency in knowledge of health care systems structure and function; ability to make appropriate client referrals based upon patient need, program guidelines and community resources.
- Proficiency in knowledge of emergency preparedness – at home, work, and in the community.
- Proficiency in knowledge of incident command structure and its use.
- Proficiency in knowledge of current recommendations for vaccination of infants, children, and adults.
- Demonstrates knowledge of guidelines to determine which immunizations are needed for an individual based on individual demographics and medical history.
- Demonstrates knowledge of a systematic approach to client care that includes assessment, diagnosis, planning, intervention, evaluation, consultation, referral and follow up.
- Demonstrates ability to maintain working relationships with diverse populations and cultures; ability to engage clients and families in a care plan.
- Demonstrates ability to work collaboratively with multidisciplinary teams to improve patient outcomes.
- Demonstrates knowledge of the leadership skills required to delegate tasks, coordinate patient and family care, and mobilize community resources.
- Demonstrates knowledge of Patient Centered Medical Homes (PCMH) Model of Care.
- Proficiency in communication in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency.
- Practice and behaviors reflect fiscal responsibility in appropriate balance with quality patient care.
- Defined productivity standards are proactively worked towards, and established goals met.
- Demonstrates good time management skills and follow through.
- Criminal background verification required.
- Proficiency in use of intermediate computer skills: email, word processing, and electronic health records.
- Ability to take after-hours on-call, work longer shifts, nights, and weekends to meet operational needs as determined by the Board of Health.
- Demonstrates flexibility and ability to work under pressure in a fast-paced environment.

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:

- Must have completed Hepatitis B vaccine series or provide documentation that provides antibody testing results revealing immunity or medical reasons for contraindications of vaccine.
- Must remain up to date with Tdap vaccine per recommendations of the Advisory Committee on Immunization Practices (ACIP).
- 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 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 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 medical office settings in health department facilities, health center sites, 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 workers to increased risk of driving hazards. Community locations may subject workers 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 should visit www.eriecohealthohio.com where current job postings can be viewed, and an application is available to complete. A completed Erie County Health Department employment application must be date/time stamped in the Human Resources Office prior to 4:30 p.m. on December 31, 2025. EOE/AA/ADA

Approved for Content & Posting _____



Erie County Health Commissioner

Date _____

10.17.25