

**Erie County Health Department
Erie County Community Health Center
Job Posting #2026-01
Equal Opportunity Employer**

Position: Licensed Practical Nurse or Registered Nurse

Division: Office of Behavioral Health/Mental Health Services

Contact Person: Jennifer Fresch, Human Resources

Salary: Commensurate with experience (Range: LPN \$27.00 - \$31.00 & RN \$31.00 – \$38.00)

Working Hours: Full or Part Time- 12-hour shifts. 24-hour facilities open 7 days per week. Nightshift, weekends, holidays will be required. On call and other shift coverage may be required based on Agency need & emergent issues.

Posting Date: Friday, January 2, 2026

Closing Date: Tuesday, June 30, 2026 at 4:30 p.m. or until filled

Qualifications

- Requires current licensure as registered nurse in State of Ohio as issued by Board of Nursing, per Section 4723.09 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's experience in related field of nursing.
- Must have a current 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 certification within one month of employment.

Major Responsibilities

Promotes and supports behavioral health by providing a variety of nursing, administrative and technical support services such as providing specialized, technical, program, or Agency specific information to clients within all Behavioral Health units; answering phones; scheduling appointments; interviewing clients to establish services needed; navigating primary care; 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. 12-hour shift assignments that includes nights, weekends & holidays within the Detoxification Unit and/or the Kaptur-Rogowski House.

Essential Functions

Under general supervision and/or as part of the Office of Behavioral Health/Mental Health 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:

- Provides direct nursing care as ordered by the providers under general supervision of a supervisor, director, chief of the Behavioral Health Division.
- Administer prescribed oral and injectable medications as defined by departmental policies and procedures. Follow up care per program policies and procedures to determine patient response to medication.
- Evaluate detoxification needs of substance use patients using the CIWA (Clinical Institute Withdrawal Assessment Scale) and COWS (Clinical Opiate Withdrawal Scale) tools and provide appropriate interventions based on the results.
- Screen patients upon admission and works with providers to determine whether patient is appropriate for admission.
- Completes admissions, transfers, and discharges.
- Appropriately documents in the electronic medical record.
- Appropriate medication administration documentation.
- RN's will oversee and properly instructs LPNs on patient care, responsibilities, and assignments during shift according to scope of practice.

- Educates and instructs patients on substance use disorders, medication, health care matters, disease prevention, and care of common health problems.
- Participates in development and implementation of the plan of care.
- Works as a member of the interdisciplinary team.
- Determines when providers need to be contacted for clarification of orders, medications, expectations, new developments, or medical concerns regarding patients.
- Communicate concise and appropriate information throughout assigned shift with supervisors, and other team members.
- Maintain correctly stocked medication inventory, ensure safety of medications/supplies, keep an accurate log of reports of medications, and communicate with pharmacy representatives as needed.
- Takes verbal and telephone orders from providers, transcribe orders accurately.
- Clear communication with pharmacies when calling in verbal/telephone orders, clarifying orders and facilitating fulfillment
- Demonstrates ability to defuse combative or aggressive patient behavior.
- Respond immediately to medical emergencies and assume leadership until a medical provider or EMS takes over.
- Operates and maintains health care equipment.
- Performs other duties as assigned consistent with job classification and scope of practice.
- Shares responsibility for proper maintenance and operation of office machines.
- 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.
- Consistently respects the confidential nature of patient information by following all release of information policies and procedures and by refraining from improperly divulging information.
- Maintains paper filing system for Behavioral Health division.
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health.
- 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.
- Reports observations or any treatment which may affect decision making to the supervisor.
- Adheres to Occupational Safety and Health Administration standards relevant to job duties, such as exposure to blood borne pathogens.
- Must follow all safety policies and procedures to ensure an accident-free workplace.
- 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.
- Answers telephones: screen calls, respond to inquiries and/or refers callers to appropriate agencies or divisions.
- 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, 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.
- Performs all administrative and technical activities related to Behavioral Health Division and/or program purchasing according to Agency policies and procedures.
- Perform accurate numerical calculation.
- 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 Agency and community emergency response training and drills in support of disaster preparedness consistent with job classification.
- 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.
- Greets visitors and patients in a friendly, competent, professional, and informed manner.
- 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

- 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 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 office settings 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

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 June 30, 2026. EOE/AA/ADA

Approved for Content & Posting _____

Peter T. Schade MPH, REHS

Erie County Health Commissioner

Date _____

1/8/2026