

Erie County Health Department
Erie County Community Health Center
Job Posting #2026-14
Equal Opportunity Employer

Position: Licensed Practical Nurse or Registered Nurse- Institutions

Division: Primary Care & Clinical Services

Contact Person: Jennifer Fresch, Human Resources

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

Working Hours: Part Time - 7:00 a.m. – 8:00 p.m.; Sunday through Saturday
Rotational weekends, on call, evening hours, & holidays required based on Agency need.

Posting Opens: Tuesday, January 20, 2026

Posting Closes: 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 of experience in nursing preferred.
- Must have 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 certifications within one month of employment.
- Previous institutional/mental health nursing experience preferred
- Knowledge and understanding of Trauma Responsive Care and annual training including these areas:
 - Trauma informed care
 - Offenders rights
 - ORC/OAC/ODRC
 - Confidentiality on treatment of substance use disorders
 - Developing collaborative and effective interpersonal relationships
 - Using a behavioral management approach to supervision of those incarcerated
 - Working with difficult people
 - Best practices of working with incarcerated persons
 - Cultural centered approach to recovery
 - Addressing mental health concerns
 - Best practices in suicide screening and assessment
 - Behavioral health screening tools
 - Basic communication and conflict management skills
 - Substance abuse

Major Responsibilities

Promotes and supports public health to correctional institutions by providing a variety of nursing services such as providing direct care; initial assessments and ongoing assessments for appropriate care including reconciliation of current medications; documentation of all events germane to inmate care; interviewing inmates/residents to establish services needed including behavioral/mental health; establishing and maintaining data files and medical records; initiates trauma informed care and patient referral systems of care including but not limited to mental health. Provides nursing services in an institutional setting with comprehensive service delivery and full spectrum of care across adolescent and adult life cycles.

Institutional Nurses are responsible for working within their scope of practice, related to medical and nursing services, planning, and providing care to individuals who have a range of healthcare needs including mental/behavioral health issues. These nurses work as a part of a team of professional medical staff that provide care to emotionally disturbed and or mentally ill patients for behavioral health and mental health services. These nurses work closely with the clinical, corrections and case management staff to coordinate care and assist in treatment plans for clients and to perform related work at the most expeditious time to seek the best outcome for inmate health.

Essential Functions

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

- Prioritizes care at night through completing a mental/medical health assessment and history. This facilitates the nurse to arrange for all levels of health care, mental health care and assures quality, accessible and timely services, and referrals to appropriate agencies to meet the needs of the inmate. This also supports stabilization of the mentally ill and prevents psychiatric deterioration in the jail setting.
- Plans and provides nursing care for inmates
- Initiates nursing diagnosis of the medial and emotional status of patients and recommends treatment options
- Consults with physician and other behavioral health staff and collaborates with corrections staff in designing appropriate treatment plans for inmates
- Arranges further medical attention when necessary, arranging support for inmates
- Assists the inmate in understanding the nature of emotional disturbances and accepting the need for treatment and combating the stigma of mental illnesses
- Encouraging inmates to take part in therapeutic activities
- Building relationships with reassuring, listening, and talking to mental health patients
- Assists in maintaining a safe and secure environment for staff and inmates
- Documents all patient information on medical charts and follows physician's written orders
- Maintains patient confidentiality
- Instructs/educates inmates on health care matters disease prevention and care of common health problems and mental health needs
- Reports to physician to obtain needed referrals to appropriate agencies and assist with linking inmate to those agencies for follow up
- Participates in the development and implementation of the plan of care
- Participates in continuing education programs and self-directed education to keep skills and knowledge current including the area of mental health by attending raining offered by the MHRB
- Prepares and maintains records and reports
- Assists and utilizes the nursing process to identify special mental and physical health care needs
- Collaborates with other staff to implement necessary care
- Acts as a health care advocate for individuals, families, and the community
- Interview internal and/or external customers to establish program-specific documentation and/or identify services that are needed
- Obtains and completes appropriate patient forms, ensures patient confidentiality, and maintains orderly medical records. Follows established public heath medical records policy and procedures as well as the State and Federal laws that govern the release of health care information
- Relates public health and mental health science skills to the core public health functions and ten essential services of public health
- Under general supervision prepares public health and behavioral health documents and reports
- Provides technical support to agency and MHRB activities related to development and implementation of community health assessment, mental health assessment planning program and policy development and implementation of activities
- Adheres to ethical principles in the collection maintenance use and dissemination of data and information
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, education and racial and ethnic backgrounds, sexual orientations lifestyles and physical and mental abilities
- Participates in agency and MHRB training and drills in support of preparedness consistent with job classification
- Assumes responsibility for own professional growth and development by pursuing education related to mental/behavioral health, participating in professional committees and work groups, and contributing to a work environment where continual improvements in the specialized practice are pursued
- Eases any concerns or distress inmate may exhibit
- Responds to questions with timely, accurate and complete information

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 skilled nursing techniques and methodologies.
- Knowledge of the community and its resources.
- Knowledge of health education principles.
- Knowledge of principles of medication administration.
- Operates and maintains health care and office equipment.
- Understands practical field of study.
- Deals with some abstract but mostly concrete variables.
- Recognizes unusual or threatening conditions and takes appropriate emergency action.
- Performs medical treatments and strength to move, reposition, or restrain patients.
- 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.
- 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.
- 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 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 required.
- A problem solver, with the ability to organize and prioritize responsibilities.
- Is flexible, and able to embrace and implement change.
- 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:

- 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 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.
- Visual ability must be sufficient to read typewritten documents, computer screen and drive a car.
- Ability to hear and respond to internal or external emergency or evacuation alarms.

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.

