

# Portage County Combined General Health District

## JOB POSTING

**Position:****Division:** Community Health Division**Classification:** Full Time; Non-Exempt – 120 days probationary period.**Work Schedule:** Monday – Friday 8am- 4:30pm: May require some weekend and evening work.**Salary Range:** \$22.00-\$30.00 per hour. Commensurate with experience.**Reports To:** Rebecca Barreca, Director of Nursing Programs**Why Work Here? Be Valued!**

As a public service agency, we know our greatest assets are the people behind the service. We recognize the value of our employees through a fun work environment, competitive pay, continuous professional development opportunities and an amazing benefits package. Portage County Health District is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce.

The Portage County Health District's Mission is to **promote** public health, **prevent** disease, and **protect** the environment, utilizing leadership and partnership to empower individuals and communities to achieve optimal health.

**Portage County Combined General Health District benefits:**

- Schedules to support a work/life balance.
- Robust benefits including medical, dental, vision, an employee assistance program and more!
- Life insurance, short- and long-term disability options are also offered.
- Vacation time, personal time, sick time, and paid holidays.
- OPERS retirement system for State of Ohio employees. The employee contributes 10% of their salary and PCHD contributes 14% of the employee's salary. Visit the OPERS website for more information.
- Employee Wellness Programs
- Tuition Reimbursement, and much more!

**Job Description:**

- Write and assess grants, manage grants, conduct programmatic tracking and reporting, communicate with funding sources, complete documentation, and oversee/monitor all related projects/activities. Research new funding opportunities; submit proposals; collect and analyze local, state, and national data; and obtain other supporting documentation as needed.
- Manage, evaluate, and ensure necessary reporting requirements and program standards are met in programs. Provide education to the Nursing staff related to programmatic and nursing activities.
- Investigations of infectious diseases both naturally occurring and bioterrorist incidents. Enters case information into the Ohio Disease Reporting System (ODRS). Interprets and implements local, state, and federal guidelines related to infectious disease control. Effectively prevent disease and promote health with focus on population health, including but not limited to community assessment, health risk assessment, and disease control.
- Monitors various infectious disease surveillance systems (i.e., epicenter anomalies, ODRS, NORS, etc.) for significant disease trends and early detection of emerging infectious diseases.
- Provide immunization for children, adults, and flu based on the Advisory Committee on Immunizations (ACIP), and as necessary for public health control measures.
- Develop and implement community health interventions to address quality of life needs and prevent the spread of diseases and illness of individuals and communities.
- Assess, plan, implement, and evaluate program plans based on community health needs.

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- Collaborate in development and delivery of programs and activities for individuals, families, and population groups that promote health and prevent disease, in settings including, but not limited to PCHD, homes, community organizations, businesses, schools, and the community in general.
- Cross train for the Child Fatality Review (CFR) meeting. Provide information for the committee. Send out invites. Cross train with CFR Coordinator to obtain death certificates, notifications, and summary of the deaths, medical records of the child and mother (when needed), as well as from the schools, police, fire, and any medical facility. Once the CFR Coordinator reviews all the documentation, a case summary report will be filled out for each death, and each case will be reviewed with the Director of Nursing Programs prior to the CFR Meeting. This information will then be entered into the State Infant Mortality Registry.
- Participates in necessary public health team emergency preparedness training and exercises.
- Other duties as assigned. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Organizational Duties:**

- Participate in quality improvement team projects and quality improvement training initiatives as applicable/ required and incorporate the principles of quality improvement into daily work activities.
- Participates in public health emergency activities as needed.
- Incident Command System/National Incident Management System training.
- Attend and participate in agency training, events, and activities.
- Gather and organize documents to satisfy public records requests or other reporting obligations.

**Requirements:**

- Bachelor’s degree in nursing required.
- Valid Registered Nurse license
- Ability to maintain confidentiality.
- Proficiency in Microsoft Office.
- Strong written and verbal communication skills.
- Able to provide consistently high levels of customer service.
- Ability to proofread documents for content, grammar, and spelling.
- Valid driver’s license and auto insurance.
- Must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

**Pre-Employment Testing Requirements:**

Criminal Background Check and Pre-employment Drug Testing

**Work Environment:**

General office setting in the Health District facility requiring sedentary to light work which may include sitting, walking, climbing, reaching, standing, talking, and listening with occasional exposure to adverse environmental conditions. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and other office equipment. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Apply:**

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. [PCHD Employment Application](#)

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**Deadline for Applying:** Open until filled.

All applicants offered positions with PCHD must submit to and pass a background check and drug screen before beginning work. Applicants with disabilities may contact Sarah Meduri, Director of Personnel and Administrative Services at [Smeduri@portagehealth.net](mailto:Smeduri@portagehealth.net) or 330-296-9919 ext. 109 to request and arrange accommodations.