

# Portage County Combined General Health District

## JOB POSTING



<b>Position:</b>	<b>Public Health Nurse</b>
<b>Division:</b>	Nursing Division
<b>Classification:</b>	Full-Time   Non-Exempt   Classified
<b>Work Schedule:</b>	Monday – Friday 8am- 4:30pm Occasional evening or weekend work may be required for community events, emergency response activities, or special programs.
<b>Salary Range:</b>	\$26.00-\$30.00 per hour. Commensurate with experience.
<b>Reports To:</b>	Director of Nursing

The Portage County Health District is seeking a compassionate, motivated, and community-focused Registered Nurse to join our team. This position offers the opportunity to educate the public, investigate communicable diseases, provide immunizations, lead prevention initiatives, and respond to public health emergencies, all while enjoying a predictable weekday schedule and exceptional benefits.

If you're looking for meaningful work, professional growth, and an outstanding work-life balance, we'd love to hear from you.

### Portage County Combined General Health District benefits:

- Exceptional PTO includes: 15 Holidays, 2-5 weeks of vacation based on OPERS service credit, 120 hours of Sick Leave per year, 24 Hours of Personal Time, Eligibility to earn Compensatory time opportunities and more.
- Schedules to support a work/life balance.
- Robust benefits including medical, dental, vision, an employee assistance program and more!
- Life insurance and short- and long-term disability options are also offered.
- 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, Clothing Reimbursement, Tuition Reimbursement, and much more!

### Our Mission

The Portage County Health District **promotes public health, prevents disease, and protects the environment** through leadership, collaboration, and community partnerships that empower individuals and communities to achieve optimal health.

### Job Description:

#### Community Health Nursing

- Deliver public health nursing programs and services that improve community health.
- Plan, implement, and evaluate health initiatives that address community needs.
- Provide health education to individuals, families, schools, businesses, and community organizations.
- Participate in health fairs, outreach events, vaccination clinics, and wellness initiatives.

#### Communicable Disease Prevention

- Investigate communicable diseases and outbreaks.
- Enter and manage cases in the Ohio Disease Reporting System (ODRS).
- Interpret and apply local, state, and federal public health guidance.
- Monitor infectious disease surveillance systems (e.g., Epicenter anomalies, ODRS, NORS) for significant disease trends and early detection of emerging diseases.

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### **Immunization Services**

- Administer childhood, adult, and influenza vaccinations.
- Follow Advisory Committee on Immunization Practices (ACIP) recommendations.
- Assist with disease control measures during outbreaks.

### **Community Partnerships**

- Collaborate with schools, healthcare providers, community organizations, and other public health partners.
- Promote health equity through education and outreach.
- Build relationships that improve community health outcomes.

### **Public Health Programs**

- Assist with grant-funded programs and reporting requirements.
- Coordinate and assist with Child Fatality Review activities, including obtaining records, preparing summaries, and maintaining records in the State Infant Mortality Registry.
- Maintain accurate documentation for nursing services, disease investigations, immunizations, and program activities.
- Provide educational outreach on public health topics to diverse populations, tailoring messaging to community needs.
- Develop, assess, implement, and evaluate community health interventions to enhance quality of life and prevent disease spread.

### **Emergency Preparedness**

- Participate in emergency preparedness planning, training, and exercises.
- Respond to public health emergencies as assigned.
- Support Incident Command System (ICS) and National Incident Management System (NIMS) activities.

Operate a Health District or personal vehicle, as needed, to travel to clinics, schools, homes, community events, partner agencies, and other job-related locations.

This job posting is intended to provide a general overview of the position and is not an exhaustive list of all duties and responsibilities. Responsibilities may be modified or assigned as organizational needs change.

### **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:**

- Current Registered Nurse (RN) license in the State of Ohio.
- Bachelor's degree in Nursing.
- Valid driver's license and proof of automobile insurance.
- Strong written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficiency with Microsoft Office.
- Ability to maintain confidentiality.
- Legal authorization to work in the United States without sponsorship.
- Employees hired for a position that is funded as a whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.

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**Work Environment:**

This position combines office work, clinical services, and community-based activities.

Work may occur in:

- Clinics
- Schools
- Homes
- Community events
- Businesses
- Public meeting locations

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.

**Pre-Employment Testing Requirements:**

Selected candidates must successfully complete:

- Criminal Background Check
- Pre-Employment Drug Screening

Employees hired into positions funded in whole or in part through external funding sources may be subject to layoff if funding is reduced or eliminated.

**Apply:**

Interested applicants should submit the following:

1. Resume
2. Cover letter
3. Employment Application

**Date Posted:** 7/8/2026-Open until filled.