

# Portage County Combined General Health District

## JOB POSTING



<b>Position:</b>	Public Health Nurse
<b>Division:</b>	Community Health Division
<b>Classification:</b>	Full Time; Non-Exempt – 120 days probationary period.
<b>Work Schedule:</b>	Monday – Friday 8am- 4:30pm: May require some weekend and evening work.
<b>Salary Range:</b>	\$22.00-\$34.00 per hour. Commensurate with experience.
<b>Reports To:</b>	Rebecca Barreca, Director of Nursing Programs

### **Public Health Nursing: A Different Kind of Nursing!**

If you are a registered nurse who is detail-oriented and passionate about community health, **Public Health Nursing** may be the right career for you!

**Public Health Nurses** are community leaders and trusted health care professionals. **Public Health Nursing** is an exciting type of nursing focusing on the care of communities and individuals. **Public Health Nurses** assess and evaluate data and offer evidence-based strategies to improve community and individual health. **Public Health Nurses** meet with community leaders to review assessment data and offer nursing interventions and recommendations. **Public Health Nurses** lead the Portage County vaccination initiative. **Public Health Nurses** take a leading role in communicable diseases by tracking and investigating diseases and managing outbreaks. During disasters and public health emergencies, **Public Health Nurses** help lead relief efforts. **Public Health Nurses** support public health initiatives by working with outside organizations like daycares, schools, universities, community agencies, correctional facilities, hospitals, long-term care facilities, etc. Ohio **Public Health Nurses** are supported by the Ohio Public Health Association by regional team support.

**Public Health Nurses** also serve Portage County residents through various programs such as Vaccination for Children Program, Children with Medical Handicaps Program, Child Fatality Review Board, etc. **Public Health Nurses** provide vaccinations for individuals of all ages.

The **ideal candidate** will be a registered nurse who is 1) a friendly, team player yet comfortable with autonomous work, 2) appreciates and understands how data can tell the story of an individual and community, 3) a life-long learner and adaptable to change, and 4) organized and professional. The **ideal candidate** will have experience with the vaccination of infants and children and a working knowledge of the schedule of childhood immunizations. The ideal candidate has a strong passion and drive to make a difference in the lives of Portage County residents.

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 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.

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- 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:**

- Manage, evaluate, and ensure necessary reporting requirements and program standards are met in programs. Provide education to nursing staff related to programmatic and nursing activities.
- Communicable Disease
  - Investigates 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 (e.g., epicenter anomalies, ODRS, NORIS, etc.) for significant disease trends and early detection of emerging infectious diseases.
- Vaccination Clinic
  - Provide immunizations for children, adults, and flu based on the Advisory Committee on Immunizations (ACIP), and as necessary for public health control measures.
  - Coordinate the Vaccinations for Children Program including equipment/supply/vaccine management.
- Community Health
  - 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.
  - 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.
- Children with Medical Handicaps Program
  - Coordinates with families about the process of medical diagnostics, connecting families with appropriate resources, and service coordination. Follow program guidelines.
- Child Fatality Review Board
  - The Child Fatality Review Board reviews infant, child, and adolescent death records. Analyzes records for patterns and discusses possible solutions to adverse events.
  - The public health nurse manages all infant, child, and adolescent death documentation. Follow up with organizations and government agencies as appropriate. Other regular tasks involve obtaining death certificates, organizing, and tracking death-related information. Develops individual case summary reports for each death that will be reviewed by the Director of Nursing Programs before being entered into the State Infant Mortality Registry.
  - Cross train for the Child Fatality Review board meeting. Gather and provide information for the meeting. Coordinate, organize, and facilitate meetings. Develop a summary of the deaths including medical records of the child and mother, records from the schools, police, fire, and medical facilities, as appropriate.
  - Cross train with CFR Coordinator who has the primary responsibility to manage the Child Fatality Review.
- Emergency Preparedness
  - Participates in necessary public health team emergency preparedness training and exercises.
  - Participate in Incident Command System/National Incident Management System training.
- Grants
  - 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.
- 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.

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**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.
- Attend and participate in agency training, events, and activities.
- Gather, organize, and track 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](#)

**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.