



WARREN COUNTY HEALTH DISTRICT

416 South East Street – Lebanon, Ohio 45036

Duane Stansbury, R.S., M.P.H.
HEALTH COMMISSIONER

Scott R. Swope, D.O.
MEDICAL DIRECTOR

EMPLOYMENT OPPORTUNITY

Posted 01/03/2019

POSITION: PUBLIC HEALTH NURSE 2 (Two Positions Available)
AGENCY: Warren County Health District
DEPARTMENT: Nursing Division
LOCATION: 416 S. East Street, Lebanon, Ohio
HOURS: Full-Time (40 Hrs/Wk)
PAY RANGE: Pay Grade 8 (Beginning @ \$18.98 hourly) plus Full WCHD Benefits

POSTING PERIOD: This notice is being posted for a period of time not less than seven (7) consecutive calendar days beginning 01/03/2019 and until position is filled.

MINIMUM QUALIFICATIONS:

Must possess a current Registered Nurse license (RN) as issued by the Ohio Board of Nursing; current CPR certification. Public health experience preferred. Valid Ohio driver's license.

Knowledge, Skills and Abilities:

Knowledge of nursing techniques and methodologies in prevention and treatment of disease; medical lab procedures; infection control; medical terminology; office practices and procedures; basic computer skills.

Job Responsibilities:

Include providing routine client assessments, screening and care for Child Health, Prenatal, Family Planning and other clinic clients. Records accurate patient documentation into Electronic Health Records program. **Full Job Description available on our website (employment opportunities) at www.warrenchd.com**

TO MAKE APPLICATION:

Please send resume to Tammy Cranmer, Warren County Health District, 416 S. East Street, Lebanon, Ohio 45036 or to tcranmer@wchd.com

THIS POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN
AND BACKGROUND CHECK (BCI).

E.O.E.

WARREN COUNTY COMBINED HEALTH DISTRICT

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POSITION DESCRIPTION

Page 1 of 3

Office/Agency:	Health Department	Employee Name:	
Class Title:	Public Health Nurse 2	Position Title:	Public Health Nurse 2
Class Number:	01022	Position Number:	
Dept./Div.:	Nursing	Civil Service Status:	Classified
Reports To:	Nursing Director	Employment Status:	Full-time
Pay:	Hourly (Range)	Hours:	40/week (schedule varies)
FLSA Status:	Nonexempt	Pay Grade:	8

QUALIFICATIONS: An example of acceptable qualifications:
Degree from a school of nursing.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a current and valid Registered Nursing License (R.N.) as issued by the Ohio Board of Nursing; current CPR certification; must possess a valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the District's insurance provider.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
Standard office equipment (e.g., computer, telephone, copier, fax machine, etc.); medical equipment, devices, and instruments; motor vehicle operation.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use or work with or in the vicinity of: upset or emotionally distraught individuals; blood, bodily tissues, and fluids; *may be exposed to potentially dangerous/fatal infectious diseases; chemicals commonly found in an office environment (e.g., toner, correction fluid, etc.); hazardous driving conditions (e.g., snow, sleet, ice, etc.); **transporting and lifting of awkward size boxes and containers; physical demands include, but are not limited to: frequent standing, sitting, bending, stooping, or stretching; frequently lifts objects ten (10) pounds or less; frequently carries objects ten (10) pounds or less; occasionally pushes objects twenty (20) pounds or less; occasionally pulls objects twenty (20) pounds or less; may work in a variety of environments (e.g., clean and organized, small, cluttered, dirty, etc.).

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable client situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

80% (1) Responsible for float position duties in all clinics; performs initial client assessments by acquiring health and family histories and conducting routine medical tests and makes appropriate referrals; utilizes a variety of nursing and counsel skills; assists physicians in conducting physical examinations and provided emergency treatment as needed; provides client education; prepares and maintains patient

WARREN COUNTY COMBINED HEALTH DISTRICT

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Page 2 of 3

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Class Number:	01022	Position Number:	
Dept./Div.:	Nursing	Civil Service Status:	Classified
Reports To:	Nursing Director	Employment Status:	Full-time
Pay:	Hourly (Range)	Hours:	40/week (schedule varies)
FLSA Status:	Nonexempt	Pay Grade:	8

records; dispenses medication under the supervision of the physician; performs laboratory and diagnostic work-ups, providing follow-up and referrals based on findings; instructs and counsels parents and clients regarding normal anatomy and physiology; responds to telephone inquiries from clients, physicians, other care professionals, assists with Patient Assistance Program; coordinates with other agencies and county programs to ensure comprehensive client care; follows federal, state, and local laws, regulations, rules and/or guidelines, including HIPPA regulations and all grant requirements, where applicable; provides disease prevention and health promotion education.

10% (2) Prepares accurate records and reports (e.g., patient records, quarterly time study reports, and distribution sheets, etc.).

10% (3) Speaks to community groups and participates in community health education programs.

OTHER DUTIES, RESPONSIBILITIES:

(4) Upgrades skills through continuing education; assists in orientation and training of new staff and the public health experience of nursing and medical students.

(5) Participates in Health Department disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies.

(6) Projects a positive and professional image to clients, the public, and WCHD staff.

(7) Follows all Warren County Health District policies and procedures; maintains confidentiality requirements in accordance with personnel policy; maintains all required licenses and/or certificates.

(8) Performs other duties as assigned or required, attends staff meetings, and participates in department development.

(9) Demonstrates regular and predictable attendance.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: education techniques; client training and development; child development; *safety practices and procedures; *agency goals and objectives; *agency policies and procedures; Occupational Safety and Health

WARREN COUNTY COMBINED HEALTH DISTRICT

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Page 3 of 3

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Administration rules and regulations; emergency medical care procedures; first aid practices; medical technology; nursing techniques and methodologies in prevention and treatment of disease; public health; medical lab procedures; personal hygiene; environmental health; infection control; immunization schedules and protocols; medical terminology; public relations; community resources and services; office practices and procedures; English grammar and spelling; records management; human relations; workplace safety; case management.

Skill in: use of modern office equipment; use or operation of medical equipment, instruments and devices.

Ability to: carry out simple instructions; carry out detailed but basic written or oral instructions; carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; deal with variety of variables in somewhat unfamiliar context; interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; copy records precisely without error; complete routine forms; prepare accurate documentation; use proper research methods to gather data; communicate effectively; recognize safety warnings; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; answer routine telephone inquiries.

POSITIONS DIRECTLY SUPERVISED:

None

Duane Stansbury, RS, MPH, Health Commissioner

(Date)

(Signature of Employee)

(Date)

Developed by:
Clemans, Nelson & Associates, Inc.
Loveland, OH 45140

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