

ERIE COUNTY HEALTH DEPARTMENT  
JOB POSTING #2017-23

*The Erie County Health Department is an Equal Opportunity Employer*

**POSITION:** Public Health Nurse or Licensed Practical Nurse - Institutions  
**DIVISION:** Public Health Nursing  
**SALARY:** Commensurate with experience  
**WORKING HOURS:** Part Time- 7:00 a.m. – 8:00 p.m.; Monday - Fridays,  
Rotational weekends, on call, and evening hours required. Based on Agency & emergent needs.  
**START DATE:** Immediate Opening  
**POSTING DATE:** Monday, August 7, 2017  
**CLOSING DATE:** Friday, December 29, 2017 at 5:00 p.m. or Until Filled  
**CONTACT PERSON:** Kathy Bango, Human Resources Office

**ESSENTIAL ELEMENTS:**

- Provides direct nursing care as ordered by the physician/CNPs under general supervision of a supervisor. (Direct nursing care may include: administration of medication, assessment, personal care and medical treatments.)
- Educates and instructs clients on health care matters, disease prevention and care of common health problems.
- Participates in development and implementation of the plan of care.
- Reports observations to the supervising RN.
- Documents all activities and findings in accordance with agency policies.
- Prepares and maintains records and reports.
- Assists with general operation; i.e., record keeping, data collection, and inventory of supplies.
- Participates in continuing education programs and self-directed education to keep skills and knowledge current.
- Under the guidance of a supervisor provides direct, skilled nursing services to provide a wide variety of services.
- Assists and utilizes the nursing process to determine special health care needs, develops nursing care plans which are based on assessment data, observations, and nursing diagnosis.
- Assesses environments, counsels client in health care matters, and administers medications and treatment under medical direction.
- Collects specimens for diagnostic testing.
- Collaborates with other staff nurses, LPNs and Public Health Aides to implement necessary care.
- With assistance, evaluates the effectiveness of care and modifies care plans accordingly.
- Counsels individuals in appropriate health behaviors including family planning.
- Promotes public health education and disease prevention.
- Acts as a health advocate for individuals, families and the community.
- Presents informational, educational programs or talks, including school health education as required.
- Participates in health awareness programs.
- Investigates communicable diseases.
- Follows all HIPAA provisions concerning confidential information.
- Participates in the Incident Command Structure according to the NIM system.
- Responds to incident management/emergency issues.
- Completes other special projects or duties as assigned.
- Responds to organizational goals, strategic priorities, and management by objectives (MBOs).

**NON-ESSENTIAL ELEMENTS:**

- Participates in new staff orientation and public health experience of nursing students.
- Participates in special projects or activities.
- Conducts a special project under the guidance of the Supervisor.
- Participates in quality assurance activities, record reviews, team conferences and staff meetings.
- Assists with training and orientation of new employees.
- Attends meetings as required.
- Communicates according to situational or organizational structure.
- Notifies supervisor of any treatment which may affect decision making.
- Assists in orientation and guidance of new staff.
- Participates in public health experience of nursing and medical students, interns and residents.
- Participates in special projects or activities.

**NON-ESSENTIAL ELEMENTS – continued**

- May conduct or coordinate special projects as assigned.
- Participates in community health needs assessment process.
- Participates in quality assurance activities.
- Participates in team conferences.
- Participates in record reviews.
- Participates in equipment checks.
- Participates in staff meetings.
- Documents all activities and findings in accordance with agency policy.
- Prepares and maintains records and reports.
- Participates in continuing education programs and self-directed education to keep skills and knowledge current.
- Performs clerical tasks (e.g., charts and records all medications, treatments and pertinent medical information; completes required reports such as incident and accident reports; documents Medicaid information; orders supplies and equipment; maintains consistent and exact inventory of all controlled drugs, medication and equipment).
- Arranges for outpatient appointments.
- Arranges for new and refilled prescriptions ordered by physicians or CNPs through local pharmacy.
- Performs administrative tasks.
- Serves as liaison with others in the organization and conducts and/or attends meetings.
- Serves as member or leader of problem-solving teams or groups.
- Assists with training and orientation of new employees.
- Attends meetings as required.
- Communicates according to situational or organizational structure.
- Notifies supervisor of any treatment which may affect decision making.

**MAJOR CHARACTERISTICS OF JOB PERFORMANCE:**

- Knowledge and understanding of Patient Centered Medical Homes (PCMH) and Public Health Accreditation Board (PHAB) accreditation process.
- Knowledge of Agency policies.
- Knowledge of Nurse Practice Act.
- Ability to learn, follow directions, and communicate.
- Knowledge of skilled nursing techniques and methodologies.
- Knowledge of human relations.
- Knowledge of written and verbal communications.
- Knowledge of basic interviewing skills.
- Knowledge of the community and its resources.
- Knowledge of health education principles.
- Knowledge of principles of medication administration.
- Applies nursing techniques.
- Keeps accurate records.
- Operates and maintains health care equipment.
- Understands practical field of study.
- Deals with some abstract but mostly concrete variables.
- Recognizes unusual or threatening conditions and takes appropriate emergency action.
- Develops good rapport with patients and/or residents.
- Understands manuals and verbal instructions associated with practical nursing.
- Demonstrates dexterity to administer injections.
- Performs medical treatments and strength to move, reposition or restrain patients.
- Knowledge of nursing methodologies.
- Writes meaningful, concise and accurate reports in a timely manner.
- Gathers, collates, and classifies information about data, people or things.
- Demonstrates physical fitness.
- Knowledge of interviewing, public health laws and regulations.
- Knowledge of local rules and regulations.
- Knowledge of immunization protocols.
- Knowledge of communicable diseases.

**MAJOR CHARACTERISTICS OF JOB PERFORMANCE: (Continued)**

- Knowledge of counseling techniques.

**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:**

Requires current licensure as registered nurse in State of Ohio as issued by Board of Nursing, per Section 4723.03 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 experience in related field of nursing. Certified health care provider CPR. Proficient in electronic records and new technology as applied to position. Must maintain a valid Ohio driver's license and current automobile liability insurance throughout employment.

**UNUSUAL WORKING CONDITIONS:**

May work weekends & holidays; exposed to communicable diseases, and emergency situations involving community and epidemiology and surveillance.

Qualified applicants may apply to the Human Resources Department, Erie County Health Department, 420 Superior Street, Sandusky, Ohio, (419-626-5623, Ext. 194) OR visit our website at [www.eriecohealthohio.org](http://www.eriecohealthohio.org) where current job postings can be viewed and an application is available to download. A completed Erie County Health Department employment application must be stamped in the Human Resources Department prior to 5:00 p.m. on Friday, December 29, 2017 at 5:00 p.m. or until filled. EOE/AA/ADA

**Physical Requirements include at least:**

| <b>Total Hours:</b>                                     | <b>One Time:</b> | <b>Eight-Hour Day:</b> |
|---|------------------|------------------------|
| Sit   | 3.0 Hours        | 2.0 Hours              |
| Stand   | 1.0 Hours        | 5.0 Hours              |
| Walk  | 0.5 Hour         | 1.0 Hour               |
| <b>Amount:</b>  |                  |                        |
| Less than 5 lbs.  | Constant         | Constant               |
| 6 – 10 lbs.   | Constant         | Constant               |
| 11-20 lbs.  | Frequent         | Frequent               |
| 21-25 lbs.  | Frequent         | Frequent               |
| 26-50 lbs.  | Frequent         | Frequent               |
| More than 50 lbs.                                       | Frequent         | Frequent               |
| <b>Bend:</b> Frequent                                   |                  |                        |
| <b>Squatting:</b> Frequent                              |                  |                        |
| <b>Crawling:</b> Occasional                             |                  |                        |
| <b>Climbing:</b> Frequent                               |                  |                        |
| <b>Reaching:</b> Frequent                               |                  |                        |
| <b>Move fingers/limbs easily:</b> Frequent              |                  |                        |
| <b>Work Conditions</b>                                  |                  |                        |
| Unprotected heights                                     | No               |                        |
| Being around moving machinery                           | Yes              |                        |
| Exposure to marked changes in temperature and humidity  | Yes              |                        |
| Driving automotive equipment                            | Yes              |                        |
| Exposure to dust, fumes and gases                       | Yes              |                        |
| <b>Use Hands in Repetitive Action Such As:</b>          |                  |                        |
| Simple Grasp:   | Right: Yes       | Left: Yes              |
| Push/Pull Arm Controls:                                 | Right: Yes       | Left: Yes              |
| Fine Manipulation:                                      | Right: Yes       | Left: Yes              |
| <b>Use Feet in Repetitive Movement of Leg Controls:</b> |                  |                        |
| Right: Yes  | Left: Yes        | Both: Yes              |

Approved for Content & Posting: \_\_\_\_\_



Date \_\_\_\_\_

08/04/2017