



External Job Posting

Date: October 10, 2024

Job Title / Job Class: Registered Nurse / Public Health Nurse

Status: Full-Time, Classified, Hourly, Non-Exempt

Hours: 37.50 hours per week, Monday – Friday, with occasional evenings and weekends

Pay Range: \$24.48 - \$30.77 per hour, based on experience.

Job Responsibilities: Provide direct nursing care in clinics. Prepare patients for procedures; set up procedure tray and supplies; and assemble medications. Assist with assessments, examinations, procedures, treatments, and monitoring. Administer medications and injections. Perform Clinical Laboratory Improvement Amendments waived testing and perform quality controls. Sanitize lab areas and exam rooms, sterilize instruments, and dispose of medical waste. Accurately document all patient contact, assessments, interventions, and outcomes. Prepare and/or provide clinical follow-up, paperwork, test results, referrals, and correspondence related to case management, clinical activities, and activity reports. Work with at-risk populations, carry out health promotion strategies, conduct basic data collection and analysis, and participate in field work. Promote and provide education on various health topics. Respond to calls and voicemail messages. Complete prep work and assemble supplies for off-site and mobile clinics. Provide clinical and case management program oversight to the Children with Medical Handicaps (CMH) program. Identify children who may qualify for the program and provide an enrollment referral. Perform health assessments; review approved services with the family; assist in identifying and accessing a primary medical home; review and reinforce health care information/instructions; and assist with the coordination of comprehensive services. Make visits to the home, school, clinic, hospital and/or other settings. Provide information regarding the availability of systems and resources and evaluate the use of resources. Serve as an advocate for the family and patient; provide counsel and support during unexpected health related events and times of transition of life events; and assist in obtain access to personal health records. Enter case notes, process program billing, and conduct financial and programmatic tracking and reporting. Perform chart reviews and implement quality improvement measures. Serve as the lead for the Newborn Home Visiting program and the Cribs for Kids program. Obtain referrals; contact new parents; and perform home visits. Provide new parents with information on caring for baby; make recommendations and/or referrals to other service agencies; and conduct a newborn assessment and a maternal screening for postpartum health problems. Distribute pack-n-plays and/or cribs; prepare and provide statistics, reports, paperwork, and correspondence. Coordinate the Child Fatality Review Board meetings. Schedule and participate in meetings; prepare and/or provide paperwork, correspondence, and activity reports; and assemble and input data. Complete disease investigation and contact tracing activities. Provide follow-up on reportable diseases and ensure proper treatment and follow-up. Obtain comprehensive patient histories and complete behavioral risk assessments.

Qualifications: Must be detail oriented, organized, possess strong oral and written communication skills and listening skills, excellent time management skills, strong customer service skills, ability to multitask and work well as part of a team. Proficiency in Microsoft Office and a basic knowledge of electronic medical record systems necessary. An Associate's Degree in Nursing (ADN) with 1-3 years of direct experience; a Bachelor's Degree in Nursing (BSN) with 3 years of direct experience; or a Master's Degree in Nursing (MSN) with 3 or more years of direct experience; or an equivalent combination of education, training, and/or experience required. An unrestricted Ohio Registered Nurse license; CPR and BLS certified for adults, children, and infants; and the ability to maintain licensure and certification required. A valid Ohio Driver's License, valid auto liability insurance, the ability to maintain auto liability insurance, and the ability to maintain insurability under the County's vehicle insurance policy is essential. Ability to lift, carry, push, and move objects, equipment, files, and/or packages weighing up to 25 pounds unassisted and up to 50 pounds with assistance. Previous experience working in a public health environment is beneficial.

To Apply: Preference will be given to internal applicants who apply on or before October 8, 2024. Resumes will be accepted through October 18, 2024.

- humanresources@uchd.net
- Union County Health Department, Attn: Human Resources, 940 London Ave., Suite 1100, Marysville, OH 43040

The Union County Health Department is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, ancestry, sex, veteran or military status, national origin, age (40 or older), disability, genetic information, or other protected criteria.