

POSITION: NURSING DIVISION DIRECTOR

HOURS: FULL-TIME (40 hours per week)

POSTED: 5/1/2025 – UNTIL FILLED

WAGE RANGE: \$28.00 - \$32.00

Minimum Qualifications:

Completion of an Associate or Bachelor's degree in nursing from an accredited school of nursing, plus five (5) years nursing experience with two (2) years of administrative or supervisory experience, or equivalent combination of education and/or experience. Must be a Registered Nurse licensed in the State of Ohio (O.R.C. 4723.03); must have a valid State of Ohio driver's license and maintain insurability in accordance with the Health District policy; cardiopulmonary resuscitation certification (American Heart Association) required.

Responsibilities: The Director of Nursing is primarily responsible for the planning, developing, directing, and evaluating public health nursing programs and staff. This position is also responsible for assisting with budgets and grant related activities and reports. Manage and assist staff for public health clinics and outreach activities.

Knowledge, Skills, and Abilities: This job requires proficiency of computer skills including electronic medical records (EMR) systems, ability to work with budgets and grants, ability to work independently and as part of a team in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a web-based reporting program for completing on-line reports; establish and maintain effective working relationships with other agency and organization representatives; This job requires the ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements; Familiarity with epidemiological processes and interpretations; This job requires some 24/7 availability coverage.

Forward cover letter and resume to:

Preble County Public Health

615 Hillcrest Drive

Eaton, Ohio 45320

Attn: Scott Wilford

Or by email:

scott@preblecountyhealth.org

Deadline to Apply: Open until position is filled

Preble County Public Health is an Equal Opportunity Employer and does not discriminate based on race, color, nation origin, sex, sexual orientation, genetic information, religion, age, disability or military status in the employment or the provision of services.

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