

Position: Public Health Nurse, Communicable Disease, Immunization Program

Hours: Full Time 32 hours

Wage Range: \$22.00 - \$28.00 /hr (dependant on experience)

Qualifications: Current Registered Nurse (RN) license in good standing with the State of Ohio pursuant to section 4723.13 of the Ohio Revised Code. Knowledge of public health nursing, health education, immunizations or previous public health experience preferred.

Primary Responsibilities: Responsible for delivering general public health services including communicable disease reporting, case interviews, case management, and contact tracing; administer vaccine to all age ranges (interprets, explains, and applies vaccine schedules); provide health education in a variety of settings and to diverse audiences; represents the agency at community functions, meetings, and on committees. Responsible for coordinating the Cribs for Kids program including educating families and distributing cribs.

Secondary Responsibilities: Provide back up assistance for insurance billing, vaccine ordering and processing receipt of shipments, and/or various reporting web portals.

Knowledge, Skills and Abilities: Current CPR certification, adequate computer skills (electronic medical records (EMR) systems and office software), ability to work independently and as part of a team, comfortable learning to use a web-based reporting programs for completing on-line reports, the ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

Physical Demands and Working Conditions: The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job; frequently required to reach into or climb inside automobiles, sit, stand, walk, talk, write, listen, and read; infrequently climb, balance, stoop, kneel, crouch, crawl, reach with hands and arms, lift and/or move up to 35 pounds, climb 1 flight of stairs as needed; be comfortable with and capable of applying mild restraint techniques to children (with the help of a parent/guardian) while administering vaccines. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. The noise level of the office is moderate, but may occasionally increase to a high noise levels. There is occasional travel by automobile to attend meetings with local partners, regional partners, or state agencies. A current driver's license valid in the state of Ohio, valid automobile insurance, and access to a personal automobile are required.

Submit Resume and Cover Letter via mail or email to:

Tanya Hubbard
c/o Preble County Public Health
615 Hillcrest Dr.
Eaton, OH 45320
tanya@preblecountyhealth.org
937-472-0087 ext. 229

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