

CARROLL COUNTY GENERAL HEALTH DISTRICT
301 Moody Avenue, S.W., P. O. Box 98
Carrollton, Ohio 44615

Our Mission: To promote healthy lifestyles and protect the health and well-being of its residents by providing for personal and environmental health services.

Leann L. Cline, B.S.H.S.A, M.P.H., Health Commissioner

Richard D. Clark, M.D., Medical Director



Public Health
Prevent. Promote. Protect.

DIRECTOR OF NURSING – CARROLL COUNTY GENERAL HEALTH DISTRICT

Location: Carrollton, Ohio

Position Status: Full-time, Classified, Non-Exempt, Pay Range: \$19-\$25 (hourly)/\$39,520-\$52,000.

Hours: Monday – Friday; Office Hours 7:30 am – 4:00 pm; 40 hours per week, evenings and weekends as needed.

Director of Nursing Responsibilities:

May include but not limited to:

1. Under the general supervision of the Health Commissioner and the Medical Director, and in accordance with public health standards, practices and policies, assists in planning and implementing Agency programs, policies and procedures providing services within a generalized health district.
2. Plans, evaluates, organizes and supervises Public Health nursing service programs including Clinic based services, implementing changes as needed to provide optimum service.
3. Writes Clinic protocols and procedures. Delegates assignments to individual staff nurses.
4. Provides orientation, evaluation, instruction and confers with staff under his/her supervision.
5. Represents the agency at meetings and on committees.
6. Collaborates with the Health Commissioner on job candidate interviewing and hiring; transfers, suspensions, layoff, promotion, recalls, terminations, and disciplinary procedures.
7. Participates in program planning and interagency coordination of services for Medicaid and Non-Medicaid activities.
8. Actively participates in accreditation activities.
9. Maintain accurate records and submission of required reports.
10. Educate families and health care providers regarding programs offered in Prevention & Wellness Services.
11. Provide oversight to Nursing staff and oversee contracted services pertaining to nursing services.
12. Ensure compliance with local, state, and federal regulations.
13. Perform other duties as required by Health Commissioner and Medical Director.
14. Participate as needed or requested in the event of any public health emergency.

Immunization & Reproductive Health Clinic Responsibilities:

1. Administer childhood, adolescent and adult vaccinations throughout Carroll County.
2. Counsel patients and families on immunization schedule, individual vaccines, indications and precautions.
3. Follow Centers for Disease Control/Advisory Committee on Immunization Practice guidelines and Ohio Department of Health protocols.
4. Counsel patients and families on healthy behaviors that help maintain and preserve reproductive health; prevention and early detection and treatment of medical conditions that can threaten fertility; and reduce exposures to environmental, occupational, and infections that can threaten reproductive health.
5. Administer reproductive measures that optimize the patient's reproductive health.
6. Follow Centers for Disease Control/Ohio Department of Health guidelines and protocols.

Minimum Qualifications:

Must be licensed registered nurse pursuant to Section 4723.13 of the Revised Code. A valid Ohio driver's license with ongoing proof of auto insurance. Current CPR certification.

Preferred Qualifications:

1. Bachelor of Science in Nursing with public health experience.
2. At least 5 years clinical working experience with at least 2 years management experience strongly preferred.
3. Ability to effectively function as a member of an interdisciplinary service team.
4. Effective written and oral communication skills.
5. Proficiency in Microsoft Office and electronic health record software.

Deadline: Open until position is filled.

Please send letter of interest, resume, and references to: Carroll County Board of Health, 301 Moody Ave, SW, PO Box 98, Carrollton, Ohio 44615 to the attention of Dr. W. Scott Stine, Board President. We are an equal opportunity employer/provider.