



# Hancock Public Health

Your Recognized Leader in Population Health

*Karim Baroudi, MPH, Health Commissioner*

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**Date Posted Internally and Externally:** May 9, 2018

**Position:** Public Health Nurse/ Clinic Nurse/ Registered Nurse/Full-Time

### General statement of duties:

Working under the direction of the Director of Nursing the public health nurse works primarily within the communicable disease, and immunization programs of Hancock Public Health. The PHN will provide public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to direct patient care, disseminate information, make referrals, health education and advocacy, coalition building and collaborating with community partners to promote the health of a population. As a PHN you will often collaborate and consult within multidisciplinary and multiagency teams to achieve desirable outcomes for families and communities.

Although this position focuses primarily on the immunizations, communicable disease programs, it will also encompass an array of other public health nursing duties. Some of these duties include cross training in other nursing programs such as health education programs, MH (Children with Medical Handicaps) and school nursing.

### Required education, experience, and training:

- Graduate of accredited Registered Nursing program
- Ability to operate a personal computer
- Ability to establish and maintain cooperative working relationships with employees, officials, and other agencies and the public.
- Must hold and maintain current Registered Nursing License in the State of Ohio
- Must hold and maintain continuing education units (CEU's) as prescribed for licensing.
- Excellent communication skills and ability to foster partnerships
- Well versed in modern office procedures, practices, equipment and software
- Must have a valid driver's license and reliable transportation
- Must have/pass a baseline Ohio Bureau of Criminal Investigation (BCI)
- Ability to comply with state and agency policies and procedures;

### Preferred qualifications:

- Current BLS certification
- Pediatric Experience
- Experience with immunizations/ vaccine administration
- Experience with communicable diseases

### Additional requirements:

- Retain current licensure if applicable.

### Interested parties submit resume to:

Hancock Public Health

Attn: Shannon Chamberlin, RN, BSN

SChamberlin@hancockpublichealth.com

7748 County Road 140

Findlay, Ohio 45840

**Resumes will be accepted until May 23, 2018**



# Hancock Public Health

Your Recognized Leaders in Population Health

An Equal Opportunity Employer and Provider Serving All of Hancock County and the City of Findlay



**Public Health**  
Prevent. Promote. Protect.

<b>Job Title</b>	Public Health Nurse/Clinics/Communicable Diseases	<b>County</b>	Hancock
<b>Division</b>	Community Health Services	<b>Yearly Salary</b>	\$23.30-\$28.43 /hour
<b>Supervisor</b>	Community Health Service Director	<b>Position Type</b>	Full Time

**Position Summary:**

The public health clinic nurse will primarily focus on providing services within the immunizations and communicable disease programs. The PHN will provide public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to direct patient care, disseminate information, make referrals, health education and advocacy, coalition building and collaborating with community partners to promote the health of a population. As a PHN you will often collaborate and consult within multidisciplinary and multiagency teams to achieve desirable outcomes for families and communities.

Although this position focuses primarily on the immunizations and communicable disease programs, it will also encompass an array of other public health nursing duties. Some of these duties include cross training in other nursing programs such as Bureau for Children with Medical Handicaps, and school nursing.

**Essential Duties:**

1	Under the guidance of a supervisor provides direct, skilled nursing services to provide a wide variety of services.
2	Promotes public health education and disease prevention.
3	Acts as a health advocate for individuals, families and the community.
4	Takes the lead on communicable disease investigations, State reporting, and ODRS data entry.
5	Follows HIPAA provisions concerning confidential information.
6	May conduct or coordinate special projects as assigned.
7	Displays knowledge of community resources and provide for intake and referral to proper community agencies.
8	Participates in community health needs assessment process.
9	Participates in continuing education programs and self-directed education to keep skills and knowledge current.
10	Performs clerical tasks (e.g. charts and records, completes required reports, etc.)
11	Serves as liaison with others in the organization and conducts and/or attends meetings.
12	Demonstrates independent nursing judgement.
13	Demonstrates competence in decision making and problem solving regarding public health issues and knowledgeable on appropriate action to be taken.
14	Utilizes appropriate communication skills and comply with state & agency policies and procedures.
15	Utilizes knowledge of normal infant and childhood development to provide basic child health assessment.
16	Demonstrates knowledge regarding Universal Precautions, blood borne pathogens and communicable.
17	Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
18	Participates in strategic planning and program development for nursing department.
19	Participates in trainings, drills, investigations, mass prophylaxis clinics in response to public health emergencies and bioterrorism events.
20	Understanding of immunizations, possible reactions and immunization recommendations. Able to administer immunization and maintain records.
21	Performs TB testing, surveillance, reporting and the education process.
22	Understands and participates in school health nursing program (as needed).
23	Participates in the CMH program (as needed).
24	Participates in child passenger seat program and willingness to obtain and maintain certification as a child passenger seat technician if needed.
25	Participates in public health education and outreach events.
26	Performs other duties as required.

<b>Other Duties &amp; Responsibilities:</b>	
Prepare reports, presentations, evaluations summarizing activities; contribute to quality improvement and performance management activities of the health department, answer phones, direct calls to appropriate individuals, and perform other related duties as assigned.	
<b>Basic Qualifications</b>	<b>Preferred Qualifications</b>
<ul style="list-style-type: none"> <li>• Graduate of an accredited nursing program</li> <li>• Ability to operate a personal computer</li> <li>• Ability to establish and maintain cooperative working relationships with employees, officials, and other agencies and the general public.</li> <li>• Must hold and maintain current Registered Nurses License in the State of Ohio</li> <li>• Must hold and maintain continuing educations units (CEU's) as prescribed for licensing.</li> <li>• Excellent communication skills and ability to foster partnerships</li> <li>• Well versed in modern office procedures, practices, equipment and software</li> <li>• Must have a valid driver's license and reliable transportation</li> <li>• Must have a baseline Ohio Bureau of Criminal Investigation (BCI)</li> </ul>	<ul style="list-style-type: none"> <li>• Current BLS certification</li> <li>• Pediatric Experience</li> </ul>
<b>Organizational Key Competencies:</b>	
All Hancock Public Health (HPH) employees are expected to ensure that Hancock County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all HPH employees are expected to meet specified competencies in the following areas:	
<ul style="list-style-type: none"> <li>• <b>Customer Focus:</b> Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.</li> <li>• <b>Accountability:</b> Be accountable for knowing the scope of HPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.</li> <li>• <b>Equity &amp; Fairness:</b> Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice.</li> <li>• <b>Continuous Quality Improvement:</b> Establish and maintain organizational capacity and resources to support CQI.</li> <li>• <b>Occupational Health &amp; Safety:</b> Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.</li> <li>• <b>Emergency Preparedness:</b> Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.</li> <li>• <b>Communication:</b> Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency.</li> </ul>	
<b>Position Specific Key Competencies for Public Health Professionals:</b>	
Analytical/Assessment Skills	
1A1	Describes factors affecting the health of a community (e.g. equity, income, education, environment)
1A2	Identifies quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns, unemployment rates, community input, health equity impact assessments) that can be used for assessing the health of a community
1A3	Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
1A4	Uses information technology in accessing, collecting, analyzing, using, maintaining and disseminating data and information
1A5	Selects valid and reliable data
1A6	Selects comparable data (e.g., data being age-adjusted to the same year, data variables across datasets having similar definitions)
1A7	Identifies gaps in data
1A8	Collects valid and reliable quantitative and qualitative data
1A9	Describes public health applications of quantitative and qualitative data
1A10	Uses quantitative and qualitative data
1A11	Describes assets and resources that can be used for improving the health of a community.
1A12	Contributes to assessments of community health status and factors influencing health in a community
1A13	Describes how community health assessments use information about health status, factors influencing health and assets and resources
1A14	Describes how evidence (e.g., data, findings reported in peer-reviewed literature) is used in decision making
Policy Development/ Program Planning Skills	
2A1	Contributes to state/Tribal/community health improvement planning (e.g., providing data to supplement community health assessments, communicating observations from work in the field)
2A2	Contributes to development of program goals and objectives
2A4	Contributes to implementation of organizational strategic plan
2A6	Gathers information that can inform options for policies, programs, and services (e.g., secondhand smoking policies, data use policies, HR policies, immunization programs, food safety programs)
2A8	Implements policies, programs and services
2A9	Explains the importance of evaluations for improving policies, programs, and services
2A11	Applies strategies for continuous quality improvement


Communication Skills	
3A1	Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy)
3A2	Communicates in writing and orally with linguistic and cultural proficiency
3A3	Solicits input from individuals and organization for improving the health of a community
3A4	Suggests approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings)
3A5	Conveys data and information to professionals and the public using a variety of approaches
3A6	Communicates information to influence behavior and improve health
3A7	Facilitates communication among individuals, groups, and organizations
3A8	Describes the roles of governmental public health, health care, and other partners in improving the health of a community
Cultural Competency Skills	
4A1	Describes the concept of diversity as it applies to individuals and populations
4A2	Describes the diversity of individuals and populations in a community
4A3	Describes the ways diversity may influence policies, programs, services and the health of a community
4A4	Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
4A5	Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
Community Dimensions of Practice Skills	
5A1	Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
5A2	Recognizes relationships that are affecting health in a community
5A3	Suggests relationships that may be needed to improve health in a community
5A4	Support relationships that improve health in a community
5A5	Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources)
5A6	Engages community members
5A7	Provides input for developing, implementing, evaluating, and improving policies, programs, and services
5A8	Uses assets and resources (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs) to improve health in a community
5A9	Informs the public about policies, programs, and resources that improve health in a community
5A10	Describes the importance of community-based participatory research
Public Health Sciences Skills	
6A4	Retrieves evidence (e.g., research findings, case reports, community surveys) from print and electronic sources (e.g., PubMed, <i>Journal of Public Health Management and Practice</i> , <i>Morbidity and Mortality Weekly Report</i> , <i>The World Health Report</i> ) to support decision making
6A5	Recognizes limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
6A6	Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services
6A7	Describes the laws, regulations, policies, and procedures for the ethical conduct of research (e.g., patient confidentiality, protection of human subjects, Americans with Disabilities Act)
6A8	Contributes to the public health evidence base (e.g., participating in Public Health Practice-Based Research Networks, community-based participatory research, and academic health departments; authoring articles; making data available to researchers)
6A9	Suggests partnerships that may increase use of evidence in public health practice
Financial Planning and Management Skills	
7A1	Describes the structure, functions, and authorizations of governmental public health programs and organizations.
7A3	Adheres to organizational policies and procedures
7A4	Describes public health funding mechanisms
7A5	Contributes to development of program budgets
7A6	Provides information for proposal for funding
7A7	Provides information for development of contracts and other agreements for programs and services
7A8	Describes financial analysis methods used in making decisions about policies, programs, and services (e.g., cost-effectiveness, cost-benefit, cost-utility analysis, return on investment.
7A9	Operates programs within budget
7A11	Motivates colleagues for the purpose of achieving program and organization goals
7A12	Uses evaluation results to improve program and organizational performance
7A13	Describes program performance standards and measures
7A14	Uses performance management systems for program and organizational improvement

Leadership and Systems Thinking Skills	
8A1	Incorporates ethical standards of practice
8A2	Describes public health as part of a larger inter-related system of organizations that influence the health of populations
8A3	Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
8A4	Contributes to development of a vision for a healthy community (e.g. emphasis on prevention, health equity for all, excellence and innovation)
8A5	Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services
8A6	Describes needs for professional development
8A7	Participates in professional development opportunities
8A8	Describes the impact of changes
8A9	Describes ways to improve individual and program performance

Full List of Council on Linkages Competencies can be found at: [http://www.phf.org/resourcestools/Pages/Core\\_Public\\_Health\\_Competencies.aspx](http://www.phf.org/resourcestools/Pages/Core_Public_Health_Competencies.aspx)

Knowledge & Software Competencies:			
Knowledge of the following are integral to the daily responsibilities of this position:			
<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Inventory System	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Publisher	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Allscripts or other EMR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> GMIS	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
<input type="checkbox"/> ODRS	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> GroupWise/MS Outlook	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
<input checked="" type="checkbox"/> Website/Social Media	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> VMSG	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3

**1= Beginner 2=Intermediate 3=Advanced/Expert**

<b>Reviewed By</b>	<b>Director Community Health Services</b> Shannon Chamberlin, BSN, RN	<b>Date</b> 08/01/2017	
<b>Approved By</b>	<b>Health Commissioner</b> Karim Baroudi, MPH, RS, REHS	<b>Date</b> 10/01/2017	
<b>Last Updated By</b>	<b>Director Community Health Services</b> Shannon Chamberlin, BSN, RN	<b>Date</b> 04/05/2018	