

SHELBY CITY HEALTH DEPARTMENT POSITION DESCRIPTION

CLASSIFICATION TITLE: DEPARTMENT OF HEALTH
POSITION TITLE: DIRECTOR OF NURSING/HEALTH EDUCATION

DIVISION: SHELBY CITY HEALTH DEPARTMENT
REPORTS TO: ADMINISTRATOR/ HEALTH COMMISSIONER

EMPLOYMENT STATUS: FULL-TIME, SALARY, 8AM-4:00PM
CIVIL SERVICE STATUS: UNCLASSIFIED

JOB RESPONSIBILITIES:

Responsible for all issues pertaining to nursing services and community health for the Shelby City Health Department. Responsible for acting as Director of Nursing.

QUALIFICATIONS:

High School diploma. Registered Nurse licensed to practice in Ohio; BSN strongly preferred. Minimum three years nursing experience, preferably in public health. Must be familiar with governmental accounting, funding, public health, and health education.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must be a Registered Nurse licensed to practice in Ohio. Must possess and retain a valid State of Ohio driver's license. Must be able to qualify and remain insurable under the City of Shelby's vehicle insurance policy as a condition of continued employment.

ESSENTIAL FUNCTIONS OF THE POSITION:

5% Plan, develop, direct, and evaluate public health nursing activities and programs. 30% Collaborate with community partners, including schools, healthcare organizations, government agencies, and others, to provide public health services. 15% Perform communicable disease surveillance, reporting, and investigations. Identify current and future public health needs of the community by monitoring disease trends and community health indicators, participating in and implementing the community health assessment and improvement plan, and collaborating with community partners to improve the public's health. 10 % Conduct community outreach and health education programs. Serve as the privacy officer and ensure all records and reports are maintained in accordance with applicable privacy laws, requirements, and/or agency policies. 40% Support public health accreditation efforts by leading and/or participating in strategic planning, emergency preparedness, quality improvement, and others. Complete necessary reports and documentation. PIO if Mayor/BOH President/DOEH is incapacitated. Provide information/education by written or Oral to Media & Community
Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

This position description is available to all health department staff on the Workforce Development shared network folder.

Knowledge of public health standards as defined by federal, state and local regulations; public relations; safety practices and procedures; agency policies and procedures; agency goals and objectives; ability to define problems, collect data, establish facts and draw valid conclusions; ability to deal with many variables and determine specific actions; ability to communicate effectively in written and oral form; prepare concise and accurate reports; handle sensitive inquiries and information; ability to resolve complaints from angry citizens; establish and maintain effective working relationships; understand and follow verbal and written instructions; prepare and maintain accurate records and reports; establish and maintain effective working relationships with others.

WORKING CONDITIONS:

Primarily indoors in varying temperatures and conditions; potential for some outdoor work in all seasons.

EQUIPMENT OPERATED:

Ability to operate an automobile, personal computer and standard business office equipment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. Responsible for abiding by local and state guidelines pertaining to the operations of the Shelby City Health Department employment issues.

Applications, Cover letters and resumes will be accepted until April 22, 2022 or until position is filled. Please send applications, cover letters and resumes to:

Mail: Shelby City Health Department, Attn: Beth Conrad, Administrator/Director of Environmental Health, 43W. Main St. Shelby, OH 44875

Email: Beth Conrad, Director of Environmental Health, bethconrad@shelbycity.oh.gov

Revised 4/4/2022

Approved 4/5/22

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