

**SHELBY CITY HEALTH DEPARTMENT  
POSITION DESCRIPTION**

**POSITION TITLE:** DIRECTOR OF NURSING/HEALTH EDUCATION

**DEPARTMENT:** SHELBY CITY HEALTH DEPARTMENT

**REPORTS TO:** MAYOR (BOH) / HEALTH COMMISSIONER

**EMPLOYMENT STATUS:** FULL-TIME, EXEMPT

**CIVIL SERVICE STATUS:** UNCLASSIFIED

**MAXIMUM HOURLY RATE:** \$28.50

**JOB SUMMARY:**

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:**

Must have an Associate's or Bachelor's Degree in nursing and be a Registered Nurse licensed to practice in Ohio; 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:**

**35%** - Support public health accreditation efforts by leading and/or practicing in strategic planning, emergency preparedness, quality improvement, and other accreditation measures. Complete necessary reports and documentation. PIO if Mayor/BOH President/DOEH is incapacitated. Provide information/education in written and oral form to the media and community. Including, but not limited to other duties as assigned.

**25%** - Collaborate with community partners, including schools, healthcare organizations, governmental agencies, and others, to provide public health services and outreach.

**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/facilitating the community health assessment and improvement plan; and collaborating with community partners to improve the public's health.

**10%** - Plan, develop, direct, and evaluate public health nursing activities and programs.

**10%** - Develop, conduct, and facilitate community outreach and health education programs.

**5%** - Serve as the privacy officer and ensure all records and reports are maintained in accordance with applicable privacy laws, requirements, and/or agency policies.

**KNOWLEDGE, SKILLS, & ABILITIES:**

**Knowledge:** Knowledge of public health standards as defined by federal, state and local regulations; public relations; safety practices and procedures; health testing equipment and procedures; agency policies and procedures; agency goals and objectives; and accreditation standards and measures.

**Skills in:** preparing concise and accurate reports/documents; handling sensitive inquires and information, establishing and maintaining effective working relationships with others, comprehending and following verbal and written instructions, and navigating computer programs such as Ohio Disease Reporting System (ODRS), etc.

**Abilities:** ability to work independently; ability to maintain confidential citizen information; ability to exercise sound judgment and discretion; ability to define problems, collect data, establish facts and draw valid conclusions; to deal with many variables and determine specific actions; to communicate effectively in written and oral form; to operate an automobile, personal computer and standard business office equipment; to interpret, compile, and organize data, showing trends in order to make conclusions; and to understand manuals and verbal instructions that are technical in nature.

**WORKING CONDITIONS:**

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

**PHYSICAL DEMANDS:**

In accordance with US Department of Labor physical demands strength rating, this is considered sedentary work.

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