

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

937-390-5600 | ccchd.com | health@ccchd.com



JOB OPPORTUNITY

Job Title	Public Health Nurse, Communicable Disease
Team	Nursing
Supervisor	Nursing Supervisor
Director	Director of Nursing
Programs	Communicable Disease
Funding Sources	Grant, Levy funded
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	23
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal, sick
Pay Range	\$22.50 to \$35.93
Regular Hours	40 hours per week
Date Posted	10/1/2025
Candidate Review	Rolling basis beginning 10/3/2025

JOB SUMMARY

The Communicable Disease (CD) Public Health Nurse investigates disease reports and applies public health protocols based on the Ohio Infectious Disease Control Manual. This role involved collaboration with healthcare providers, environmental health, and community partners to support surveillance, education, and prevention. The CD Public Health Nurse also engages in regional and state epidemiology efforts to enhance coordination and response.

EDUCATION & QUALIFICATIONS

A valid Registered Nurse license in the State of Ohio is required. Candidates must have a Diploma, Associate, or Bachelor of Science in Nursing from an accredited nursing program; a BSN and prior public health nursing experience are preferred. Applicants must possess a valid Ohio Driver's License with at least state minimum insurance, a satisfactory driving record, and current CPR certification. Completion of the CDC's Nursing Home Infection Prevention Training course is required within one (1) year of hire.

ESSENTIAL FUNCTIONS

- Conduct investigations of communicable disease cases in accordance with the Ohio Infectious Disease Control Manual (IDCM), and implement appropriate public health measures to prevent further transmission
- Accurately document case information, investigation details, and treatment notes in the Ohio Disease Reporting System (ODRS) and other relevant databases, ensuring timely and complete reporting
- Collaborate with internal staff, healthcare providers, laboratories, and community partners to support disease surveillance, public education, and prevention initiatives
- Work closely with environmental health staff on contact investigations involving foodborne, waterborne, and vector-borne illnesses
- Participate in local, regional, and state level planning, training, and emergency response activities; maintain strong working relationships with public health partners

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- Maintain accurate records and reports to meet agency and grant requirements; assist in developing protocols and epidemiological response plans
- Provide education to healthcare providers and the public on infectious and reportable diseases, including conducting in-service training
- Assist in disease testing and vaccination efforts, including specimen collection through phlebotomy and conducting field or home visits for contact tracing and treatment
- Manage active tuberculosis (TB) cases under physician supervision, including Directly Observed Therapy (DOT), and ensure compliance with reporting and data tracking as required by the Ohio Department of Health
- Lead TB clinic activities, including blood draws, patient education, follow-up care coordination, and communication of results
- Serve as a subject matter expert on tuberculosis (TB), offering guidance and support to community healthcare providers on assessment and treatment protocols

Participates in agency disaster preparedness activities; may be required to report for work outside normal working hours during an emergency; available 24/7 for consultation related to bioterrorism/public health emergencies; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong attention to detail with excellent organizational skills, ability to successfully complete N95 fit testing upon hire and work while wearing a fit-tested N95 (or higher-level) respirator, as required, proficient in the use of computers, databases, spreadsheets, and various software applications; capable of basic troubleshooting and seeking support for office and medical equipment such as phones, copiers, fax machines, scanners, and laboratory instruments and must possess a valid driver's license and be able to operate a motor vehicle to perform fieldwork and conduct home visits.

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; exceptional knowledge and use of English grammar, spelling, written format and punctuation; effective verbal and written communication skills; ability to work independently and as part of a team both in a dependable manner; knowledge of community resources; be able to effusively deal with stress; ability to learn and use a computer and web-based reporting program for completing on-line reports; ability to establish and maintain effective working relationships with other agency and organization representatives; knowledge and skills associated with detailed recordkeeping and reporting procedures; 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 sit, stand, walk, talk, write, listen and read in English.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl, reach with hands and arms, lift and/or move up to 25 pounds.
- 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. May occasionally be in environments with high noise levels.

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- Involves travel by automobile to attend meetings with state agencies and community partners. Must have current driver's license valid in the state of Ohio and access to a personal automobile.

ORGANIZATION OVERVIEW

The Clark County Combined Health District (CCCHD) protects and promotes the health of citizens and the environment through the efforts of dedicated and skilled employees and application of sound public health principles. Our role is to identify community health problems; diagnose and investigate health problems and health hazards in the community; and enforce laws and regulations that protect health and ensure safety. CCCHD offers a relaxed, positive, and friendly work environment. Some positions may offer remote working as an option. The work of equity, diversity and inclusion is the work of Public Health. We are committed to a future that is free of health inequities, that promotes the highest level of wellness for the communities we serve, and a diverse and inclusive public health workforce that embodies humility, respect, leadership and service on behalf of, and with, the diverse communities we are privileged to serve.

Interested applicants should send a cover letter, resume, and completed application to:

Shannon Hackathorne

Administrative Assistant to the Health Commissioner & HR Specialist

shackathorne@ccchd.com

Clark County Combined Health District

Administrative Offices at 529 East Home Road

Springfield, Ohio 45503

Applications will be accepted on a continuous basis until the position is filled.