

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 1
Team	Nursing
Supervisor	Nursing Supervisor
Director	Director of Nursing
Programs	Immunizations, Reproductive Health & Wellness, Communicable Disease, Community Health & Wellness
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 Public Health Nurse delivers essential clinical services including immunizations, health screenings, and tuberculosis testing, while ensuring thorough documentation and effective client education. This role adheres to all public health regulations, maintains strict HIPAA compliance, and facilitates coordination of care across partnering agencies. The Public Health Nurse also responds to clinical inquiries and upholds established safety protocols related to bloodborne pathogen exposure.

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

ESSENTIAL FUNCTIONS

- Conduct client assessments, administer vaccines per ACIP and ODH guidelines, provide education, and document all services in electronic medical records during immunization clinics
- Perform health screenings, including assessments, labs, disease surveillance, education, referrals, and care planning, while maintaining detailed documentation and collaboration with providers
- Support school health by reviewing immunization records when requested, educating staff and families, and providing referrals as needed.
- Promote health and prevent disease through education in clinics, homes, schools, and community settings; deliver group presentations and participate in public outreach activities
- Ensure compliance with HIPAA, safety procedures for bloodborne pathogens, and public health laws and guidelines; respond to client and provider inquiries and coordinate care services across agencies

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- Maintain professional knowledge through training, staff meetings, committee participation, and accurate recordkeeping

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

Knowledge of first aid practices, emergency medical care procedures, OSHA regulations, infection control, immunizations, personal hygiene, and nursing techniques in disease prevention and treatment. Familiarity with medical terminology, lab procedures, human growth and development, and standard office practices. Skilled in using medical equipment and instruments, performing assessments and injections, conducting interviews, and maintaining confidentiality. Strong communication, public relations, organizational, and teamwork abilities, with flexibility to adapt in a variety of healthcare settings.

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.
- 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

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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.