

# Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

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



## JOB OPPORTUNITY

<b>Job Title</b>	<b>Nurse Practitioner</b>
<b>Team</b>	Nursing
<b>Supervisor</b>	Nursing Supervisor, Reproductive Health & Wellness
<b>Director</b>	Director of Nursing
<b>Programs</b>	Reproductive Health & Wellness
<b>Funding Sources</b>	Reproductive Health & Wellness
<b>Civil Service and FLSA Status</b>	Classified, non-exempt
<b>Appointment Status</b>	Part-time
<b>Grade/Classification</b>	45
<b>Insurance Benefits</b>	Not eligible
<b>Leave Benefits</b>	Eligible for holiday, vacation, sick
<b>Pay Range</b>	\$50.62 to 71.04
<b>Regular Hours</b>	Up to 8 hours per week (Friday)
<b>Date Posted</b>	1/23/2026
<b>Candidate Review</b>	Rolling basis beginning 1/26/2026

### **JOB SUMMARY**

The Nurse Practitioner provides diagnosis, treatment, consultation, and follow-up of patients under the standing order of the Medical Director for the reproductive health and wellness program.

### **EDUCATION & QUALIFICATIONS**

Must hold a current, valid license to practice as a Nurse Practitioner in the State of Ohio. Master's Degree in Nursing from an accredited institution is required. Must be a registered nurse and board certified as a Nurse Practitioner with one of the following credentials: NP-C, FNP-C or FNP-BC. Must be qualified to diagnose, assess, and treat patients across the lifespan, including males, females and adolescents with a focus on sexual health. Current valid Ohio driver's license with state minimum insurance coverage and an acceptable driving record. Current CPR certification is required.

### **ESSENTIAL FUNCTIONS**

The Nurse Practitioner is responsible for providing diagnosis, treatment, consultation, and follow-up care to patients under the standing orders of the Medical Director. Care is delivered within the scope and training of the Nurse Practitioner and must reflect high standards of quality and professionalism. The Nurse Practitioner will assess and manage the prevention and treatment of illness and disease while delivering care to clients at Clark County Combined Health District (CCCHD) clinics.

Participation in the Reproductive Health and Wellness Program Clinic (RHWPC) is a key role, where the Nurse Practitioner will provide comprehensive, same-day reproductive health services to females, males, and adolescents, in alignment with Title X rules and requirements. These services can include contraceptive counseling, preconception health and counseling, depression/mental health screenings, STI testing, STI treatment, point-of-care (POC) testing for STI's, rapid screenings for syphilis, HIV, and Hepatitis C, microscopy, and pregnancy testing.

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Additional responsibilities include providing information and counseling related to basic infertility, breast and cervical cancer, and male genital health. The Nurse Practitioner will offer appropriate referrals for medical, psychological, or social services as needed. Coordination and communication with the broader clinical team, including registered nurses, licensed practical nurses, medical assistants, and administrative staff and will be an essential part of care delivery, especially in matters of consultation, collaboration, and referral.

The Nurse Practitioner will manage the diagnosis and treatment of STIs and other acute medical concerns, such as signs and symptoms of urgent maternal warnings, that may arise among clients or staff. They will also be responsible for educating patients and their families about preventive health measures, medical diagnoses, contraception options, medication usage, and treatment plans.

Accurate and timely documentation is required in accordance with state regulations and organizational standards. This includes maintaining legible medical records that reflect evaluations, diagnoses, treatments, procedures, prognoses, referrals, education, and consultations.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Must demonstrate knowledge of first aid practices and emergency medical care procedures, as well as current Occupational Safety and Health Administration (OSHA) regulations. A solid understanding of medical terminology, nursing techniques for prevention and treatment of disease are essential. This includes proficiency in medical laboratory procedures, infection control practices, immunization protocols, personal hygiene standards, and the use of medical terminology. Familiarity with human growth and development, medical office procedures, and injection techniques are required. Must be skilled in the use and operation of medical equipment, instruments and devices commonly used in clinical practice. Strong assessment and interviewing skills are essential, along with effective communication, public relations and interpersonal skills. The ability to maintain patient confidentiality and collaborate effectively with a multidisciplinary team is critical. Organizational skills, flexibility, and the capacity to work well in a dynamic environment are also important. Must be capable of preparing accurate and thorough documentation, using appropriate research methods to collect relevant data, and applying critical thinking in both routine and high-pressure situations. Maintaining professionalism and composure in adverse or volatile circumstances is always expected.

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.

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- 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 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](mailto: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.