

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	Licensed Practical Nurse (LPN), Reproductive Health & Wellness Focused
Team	Nursing
Supervisor	Nursing Supervisor
Director	Director of Nursing
Programs	Immunizations, Health Screenings, Community Health, Communicable Disease & Reproductive Health & Wellness
Funding Sources	Grant, levy funded
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	18
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, sick, vacation, personal
Pay Range	\$17.51 to \$25.27
Regular Hours	40 hours per week
Date Posted	04/16/2026
Candidate Review	Rolling basis beginning 04/17/2026

JOB SUMMARY

The LPN 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 LPN also responds to clinical inquiries and upholds established safety protocols related to bloodborne pathogen exposure.

This position functions in a general public health capacity with a primary focus on services provided within the Reproductive Health and Sexual Health Wellness Clinic.

EDUCATION & QUALIFICATIONS

Qualifications include a current State of Ohio Licensed Practical Nurse (LPN) license, certification in Cardiopulmonary Resuscitation (CPR), and a high school diploma or equivalent. Must possess a valid Ohio driver's license, maintain state minimum auto insurance, and have an acceptable driving record.

ESSENTIAL FUNCTIONS

- Manage the Lice & Lead Control and Education Program, including grant documentation, program evaluation, and service tracking; provide direct client services and education in-office and in-home; collaborate with schools and community partners to deliver education and support lice checks
- Administer vaccines, immunizations per ACIP and ODH guidelines; perform health screenings such as lice checks, pregnancy testing, blood glucose, and blood pressure; maintain accurate records in HDOS and ensure compliance with HIPAA and infection control protocols

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- Support Communicable Disease and Reproductive Health & Wellness clinics through client assessments, interviews, lab work, education, reporting and referrals; maintain knowledge of local and state resources for follow-up and care coordination
- Provide school health services including screenings, immunization record reviews, staff support, home visits, health promotion, and accurate documentation
- Deliver health education and disease prevention programs in various settings including clinics, homes, schools, health fairs, and community organizations; provide group presentation as needed
- Participate in professional development, staff meetings, and in-house committees; maintain internal reports and perform other duties as assigned by the Nursing Supervisor and Director of Nursing

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

Proficient in the use of basic nursing and clinical equipment, including blood pressure monitors, blood glucose meters, basic laboratory tools, hearing and vision screening devices, and the Lousebuster unit, knowledge of proper use and maintenance of emergency and communication equipment such as AESSs, walkie-talkies, and MARCs radios, ability to accurately perform and document clinical procedures and screenings, track time and schedules, and follow established protocols and safety guidelines, strong communication and organizational skills, ability to work independently and collaboratively within a multidisciplinary team and understanding of public health principles, infection control practices, and confidentiality standards including HIPAA.

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.

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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 and resume to:

Shannon Hackathorne
Administration & HR Supervisor

shackathorne@ccchd.com

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Administrative Offices at 529 East Home Road
Springfield, Ohio 45503

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

All Clark County Combined Health District positions are tobacco, nicotine, marijuana and THC free.

The Clark County Combined Health District is an equal opportunity employer.