

NOTICE OF AN OPEN POSITION

**CLARK COUNTY COMBINED HEALTH DISTRICT
529 E. HOME ROAD
SPRINGFIELD, OH 45503**

Position Title: PRN Transport Driver
Department: Nursing
Supervisor: Director of Nursing
Entry Salary: \$15.13 per hour
Date Issued: June 10, 2024
Filing Deadline: Open until filled

PRN position (part-time, intermittent – as needed). The goal of this position is to transport clients, using a vehicle provided by the Clark County Combined Health District. Occasionally, transportation includes trips out of county and involves bringing clients to and from encounters for medical appointments at health department locations or at healthcare facilities which may provide further diagnostic testing. This will include the occasional need to access interpretation over the phone when communicating with clients. Transport Driver must become knowledgeable and proficient at installing a car seat or booster seat into the vehicle as needed. Must have valid Ohio Driver's license with state minimum insurance and an excellent driving record. Knowledge of current driving and traffic laws in Ohio. High school diploma or completed GED and ability to drive vehicles including but not limited to a minivan, full size van, sedan, and similar vehicles.

For additional information and complete job description please visit www.ccchd.com.

Interested applicants may submit their resume to shackathome@ccchd.com

This is a tobacco, nicotine, marijuana and tetrahydrocannabinol free position.

The Clark County Combined Health District is an Equal Opportunity Employer.



529 East Home Road
Springfield, OH 45503

Clark County Combined Health District (CCCHD)

Position Description An Equal Opportunity Employer

Position Title:

Transport Driver, PRN (as needed)

Division:

Nursing

Pay Grade:

15

Non-Exempt:

Exempt:

Classified:

Unclassified:

Immediate Supervisor:

Director of Nursing

Positions Supervised:

None

QUALIFICATIONS (Examples of acceptable qualifications.)

Valid driver's license. Ability to communicate effectively in written and oral form.
Valid Ohio driver's license with state minimum insurance and an excellent driving record. Knowledgeable of current driving and traffic laws in Ohio. Completed GED or high school graduation. Ability to install car seats as needed for safe transport. Ability to drive vehicles including but not limited to minivan, full size van, sedan, and similar vehicles.

LICENSURE OR CERTIFICATION REQUIREMENTS

Maintain current and appropriate licensure or certification.

EQUIPMENT OPERATED (The following are examples only and are not intended to be all inclusive.)

Standard office equipment and software.
Competent with motor vehicle operation, car seat installation and with operating computers and programs related to record keeping for the position.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

Is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury from hazardous waste; has contact with potentially violent or emotionally distraught persons; may be required to transport and lift awkward size boxes and containers; occasionally lifts objects 30 pounds or less; occasionally carries objects to 30 pounds or less.

Note: In accordance with the U.S. Department of Labor (DOL) physical demands strength ratings, this is considered Medium work.

In cases of emergency, unpredictable client situations, and/or district needs, may be required to lift, push, pull and/or carry objects heavier than DOL strength ratings recommend.



Clark County Combined Health District (CCCHD)

Job Description Title: Transport Driver, PRN

ESSENTIAL FUNCTIONS OF THE POSITION (JOB DUTIES in order of importance for purposes of 42 USC 12101)

	<p>The goal of this position is to transport persons, using a vehicle provided by the Clark County Combined Health District.</p> <p>Transportation involves bringing persons to and from encounters for medical appointments at health department locations or at other healthcare facilities which may provide further diagnostic testing (examples include a laboratory, an imaging center or a specialist).</p> <p>Occasionally, transportation includes trips out of county.</p> <p>Transportation will include the occasional need to access interpretation over the phone when communicating with clients.</p> <p>Transport driver will need to become knowledgeable and proficient at installing a car seat or booster seat into the vehicle as needed.</p>
	<p>Transport driver will refuel vehicle and will help to coordinate basic maintenance and upkeep, such as light cleaning, for the vehicle.</p> <p>Transport driver will log activities, turn in fuel receipts.</p> <p>Transport driver must be mobile, able to walk to the door of a residence and/or accompany client to the front desk or sign-in desk.</p> <p>Transport drive must follow all privacy policies and maintain confidentiality regarding all transports, including addresses, types of encounters, etc.</p>



Clark County Combined Health District (CCCHD)

Job Description Title: Transport Driver, PRN

OTHER DUTIES AND RESPONSIBILITIES

- Participates in Health District disaster preparedness activities; may be required to report for work outside normal working hours during an emergency.
-Projects a positive and professional image to clients, the public and CCCHD staff; maintains confidentiality requirements in accordance with CCCHD personnel and HIPAA policies.
-Follows all Clark County Combined Health District safety policies and procedures.
-Performs other duties as assigned or required; attends staff meetings; and participates in department development.
-Demonstrates regular and predictable attendance.
-Commit to ongoing demonstration of advancement within the competencies identified in Attachment A.
-When in ICS staff may be requested to perform job duties within their scope of training and expertise but not listed in their job description.
-In emergent situations staff may be assigned to other agencies.
-Staff occasionally may be requested to perform work outside of daily work functions within their training and expertise.



MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment.)

*Safety practices and procedures. *Agency policies and procedures. *Agency goals and objectives. English grammar and spelling. Records management.

First aid practices; emergency medical care procedures; Occupational Safety and Health Administration rules and regulations; medical technology; nursing techniques and methodology in prevention and treatment of disease; medical lab procedures; infection control; personal hygiene; immunizations; medical terminology; human relations; workplace safety; human growth and development; office practices and procedures; injection techniques.

SKILL IN

Use of modern office equipment and software. Motor vehicle operation. Problem solving skills. Use or operation of medical equipment, instruments and devices; assessment, interviewing, communication; confidentiality, public relations, organization, flexibility, team work.

ABILITY TO

Carry out instructions in written, oral or picture form. Deal with problems involving few variables within familiar context. Recognize unusual or threatening conditions and take appropriate action. Read, copy, and record figures accurately. Add, subtract, multiply, and divide whole numbers. Copy records precisely without error. Complete routine forms. Maintain records according to established procedures. Prepare routine correspondence. Understand a variety of written and/or verbal communications. Communicate effectively. Develop and maintain effective working relationships. Answer routine telephone inquiries. Prepare accurate documentation. Use proper research methods to gather data. Maintain professionalism in adverse or volatile situations.

A copy of this form is to be placed in the employee's personnel file.

Charles A. Patterson, Health Commissioner

Date

Signature of Employee

Date



Job Description – Attachment A

Competency Expectations for Clark County Combined Health District Employees

This attachment describes Competency Expectations for Position:

CCCHD uses the Council on Linkages Core Competencies for Public Health Professionals (Core Competencies), as these are considered the national standard guiding the development of the current and future workforce.

The Core Competencies are a consensus set of skills for the broad practice of public health, as defined by the 10 Essential Public Health Services. Developed by the Council on Linkages between Academia and Public Health Practice, the Core Competencies reflect foundational skills desirable for professionals engaging in the practice, education and research of public health. Core Competencies tools can be referenced at the Public Health Foundation (PHF):

http://www.phf.org/resourcestools/pages/core_public_health_competencies.aspx

(Note: when password requested, click "cancel", wait, and site will load)

The Core Competencies are organized into eight (8) domains reflecting skill areas within public health, and three tiers representing career stages for public health professionals.

Domains:

1. Analytical/Assessment Skills
2. Policy Development/Program Planning Skills
3. Communication Skills
4. Cultural Competency Skills
5. Community Dimensions of Practice Skills
6. Public Health Sciences
7. Financial Planning and Management Skills
8. Leadership and Systems Thinking Skills

Tiers:

 X Tier 1 – Front Line Staff / Entry Level: Tier 1 competencies apply to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management positions. Responsibilities may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support.

- *At CCCHD, staff assessed as Tier 1 includes all employees not specified as Tier 2 or 3 as noted below.*

 Tier 2 – Program Management/Supervisory Level: Tier 2 competencies apply to public health professionals in program management or supervisory roles. Responsibilities may include developing, implementing and evaluating programs, supervising staff; establishing and maintaining community partnerships; managing timelines and work plans; making policy recommendations; and providing technical expertise.

- *At CCCHD, staff assessed as Tier 2 includes members of the Administrative Team who are not Core Management Team members, Health Educators, Epidemiologist, Nurse 3, Sanitarian 3*

 Tier 3 – Senior Management/Executive Level: Tier 3 competencies apply to public health professionals at a senior management level and leaders of public health organizations. Responsibilities include oversight of major programs or operations of the organization, setting a strategy and vision for the organization, creating a culture of quality within the organization, and working with the community to improve health.

- *At CCCHD, staff assessed as Tier 3 includes Core Management Team (Health Commissioner, Administrative Assistant to the Health Commissioner, four (4) Division Directors, and Accreditation/Emergency Response Coordinator.)*

Other competencies to be considered of Public Health workers include other organization-wide competencies, discipline-specific competencies, and program-specific competencies.

