

Clark County Health Department

Administrative Offices 529 East Home Road, Springfield, Ohio 45503

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



POSITION OPENING

Job Title	Director of Nursing
Team	Nursing
Supervisor	Health Commissioner
Director	Health Commissioner
Positions Supervised	Nursing Supervisors (4), Interpreters, Health Equity Coordinator, other Nursing staff as assigned
Programs	Nursing & Clinics
Funding Sources	General fund, levy, various grant funds
Civil Service and FLSA Status	Unclassified, exempt, salary
Appointment Status	Full time, expected 40-50 hours per week
Grade/Classification	30
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal and sick
Pay Range	\$64,105.60 to \$97,739.20 per year
Regular Hours	Expected Monday through Friday 8:00am to 6:00pm, occasional evenings and weekends
Date Posted	Original 03/31/2025, Posting updated 04/27/2025
Candidate Review	Rolling basis starting 4/14/2025

JOB SUMMARY

The Director of Nursing is responsible for planning, developing, staffing, and evaluating public health programs, policies and procedures. The Director of Nursing leads the coordination of nursing health services and clinics, ensures grants and program reporting are properly managed, and oversees the implementation and effectiveness of public health initiatives to improve community outcomes.

EDUCATION & QUALIFICATIONS

This position requires, at a minimum, one of the following qualifications:

1. Registered Nurse currently licensed in Ohio with an Associate degree in Nursing (ADN) with at least ten (10) years of experience, including five (5) years in supervisory role. Committed to ongoing professional development and will obtain a Bachelor of Science in Nursing (BSN) from an accredited college within two (2) years of hire.
2. Registered Nurse currently licensed in Ohio with a Bachelor of Science degree in Nursing (BSN) with at least ten (10) years of experience and at least five (5) of those years in a supervisory role.
3. Registered Nurse currently licensed in Ohio with a Master of Science degree in Nursing (MSN) or a closely related field with at least five (5) years of experience in a supervisory role.

Professional and personal alignment with both the CDC's childhood and adult vaccine schedule is mandatory. Experience with leading and managing a multidisciplinary team and public health experience are both strongly preferred.

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ESSENTIAL FUNCTIONS

Plans, develops, staffs, evaluates and directs public health programs, policies and procedures for public health programs (e.g., communicable disease investigation and prevention, public health outreach and education, school screenings, adult and child immunization clinics, complex medical help program, other evidenced-based interventions, etc.); Coordinates health services grant programs and reporting; Determines necessary staffing and recommends staffing levels; Prepares monthly program summaries; Collects, analyzes and maintains summary statistics on divisional activities; Utilizes data to inform decisions; Pursues additional program funding through grants and other sources; Reviews and evaluates public health needs; Assists in developing new and revised programs to address public health needs; Initiates action to remedy public health program deficiencies; Monitors disease trends and community health indicators; Reviews public health nursing operations and develops new or revised policies and procedures for program administration; Determines evaluative criteria for programs and monitors program effectiveness; Develops new and/or revises existing division policies and procedures; Assumes responsibility for achieving program goals and maintaining regulatory compliance and grant requirements.

Participates in long-range planning for agency and community including Community Health Assessment, Community Health Improvement Plan and Strategic Plan; Ensures an effective exchange of information with other divisions; Coordinates activities with other divisions including communicable disease investigations, emergency response planning and implementation and accreditation; Uses Performance Management and Quality Improvement to achieve optimal program and agency outcomes.

Coordinates employee work schedules: Monitors the work of employees and ensures compliance with policies and procedures; Evaluates employee performance; Provides leadership and guidance to staff in fulfilling their responsibilities; Ensures effective communication of information to all department employees. Manages directly or indirectly public health nursing and non-nursing personnel.

Oversees the collection of nursing division fees and maximizing billing of services; Reviews financial status to ensure division operates within budgetary constraints; Assists in preparation of budget and statistical reports; assists with public health accreditation; participates in emergency preparedness exercises and response in a variety of roles; meets all public health core competencies as outlined by the position's Supervisor; completes other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

This job requires proficiency of computers skills including Microsoft Office (Word, Excel, PowerPoint, Outlook, Power Automate), Adobe Reader, e-mail, electronic calendar, and internet research; ability to compile, consolidate and summarize information; knowledge of supervisory principles and practices, office practices and procedures, and office management; exceptional knowledge and use of English grammar, spelling, written format and punctuation; basic knowledge of governmental accounting; 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; principles and practices of grant management; collection of data/research and analysis of statistics; ability to meet multiple deadlines, excellent organizational skills, and adhere to confidentiality requirements.

Knowledge of management, human relations, nursing techniques and methodologies in detection, prevention and treatment of disease and disability, and health education and promotion; Ability to define problems, collect

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data, establish facts and draw valid conclusions; use proper research methods in gathering data; prepare meaningful, concise and accurate reports; develop good rapport with administrators, employees and clients; communicate and educate clients on health matters; resolve disputes and complaints from employees and clients; and motivate employees.

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.
- 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 a current driver's license valid in the state of Ohio and access to a personal automobile. Must provide personal transportation to work locations.

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 limited alternative work locations 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

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