

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	Nursing Supervisor
Team	Nursing
Supervisor	Director of Nursing
Director	Director of Nursing
Positions Supervised	Disease Investigator, Public Health Assistants
Programs	Communicable Disease
Funding Sources	Grant, levy funded
Civil Service and FLSA Status	Classified, non-exempt
Appointment Status	Full-time
Grade/Classification	27
Insurance Benefits	Eligible for full-time benefits
Leave Benefits	Eligible for holiday, vacation, personal, sick
Pay Range	\$27.85 - \$39.55
Regular Hours	40 hours per week
Date Posted	06/13/2025
Candidate Review	Rolling basis beginning 06/20/2025

JOB SUMMARY

The Communicable Disease Nurse Supervisor investigates communicable disease reports and implements public health strategies in accordance with the Ohio Infectious Disease Control Manual (IDCM). Collaborates with healthcare providers, environmental health staff, and community partners to support disease surveillance, education, and prevention efforts. Participates in regional and state epidemiology activities to strengthen response and coordination. The Communicable Disease Nurse Supervisor is also responsible for providing health screenings and tuberculosis testing as applicable while ensuring accurate documentation and client education. Follow all public health guidelines, maintain HIPAA compliance, and uphold safety protocols for bloodborne pathogen exposure.

EDUCATION & QUALIFICATIONS

Must hold a current, valid Registered Nurse license in the State of Ohio. Requires a Diploma, Associate, or Bachelor of Science in Nursing from an accredited nursing school; BSN and public health nursing experience preferred. Must have a valid Ohio driver's license with state minimum insurance, an acceptable driving record, and current CPR certification. Must complete the CDC's Nursing Home Infection Prevention Training course within one (1) year of hire.

ESSENTIAL FUNCTIONS

- Investigate communicable disease reports following the Ohio Infectious Disease Control Manual (IDCM) and implement appropriate public health interventions to prevent transmission
- Utilize the Ohio Disease Reporting System (ODRS) and related databases to document infectious disease cases, maintain investigation and treatment notes, and ensure timely, accurate reporting
- Collaborate with local health district staff, healthcare providers, laboratories, and other partners to support disease surveillance, education, and prevention efforts

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- Coordinate with environmental health staff on disease contact investigations related to food, water, or vector-borne illnesses
- Participate in planning, training, and response activities at the local, regional, and state levels; maintain effective relationships with public health partners
- Maintain required records and reports in compliance with the Health District and grant requirements; assist in developing protocols and the epidemiological response plan
- Provide education to healthcare providers and the public on infectious and reportable diseases, including in-service training on communicable disease topics
- Participate in testing and vaccination efforts, including collecting specimens via phlebotomy and conducting home or field visits for contact tracing and treatment
- Oversee and case manage both active and latent tuberculosis (TB) cases, including Directly Observed Therapy (DOT), under physician supervision; report and track data as required by ODH
- Provide supervision and support to Public Health Nurses working in the TB clinic and assist with lab collection as needed
- Serve as a subject matter expert on tuberculosis, supporting community healthcare providers in assessment and treatment
- 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

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

Detail-oriented with strong organizational and documentation skills, Ability to successfully complete N95 fit testing upon hire and operate while wearing a fit tested N95 (for higher) respirator as required, Proficient in the use of computers, databases, spreadsheets, and various software applications; able to troubleshoot and seek support for office and medical equipment, including phones, copiers, faxes, scanners, and lab instruments, Must possess a valid driver's license and be able to operate a motor vehicle for fieldwork and home visits.

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.

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- 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 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.