

# Pickaway County Public Health

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## PICKAWAY COUNTY PUBLIC HEALTH JOB DESCRIPTION:

### Director of Nursing

<b>Civil Service Status:</b>	Unclassified
<b>Job Classification:</b>	Exempt
<b>FLSA Status:</b>	Full-time
<b>Reports to:</b>	Health Commissioner
<b>Supervises:</b>	Nursing Staff, PHEP Coordinator, Community Health Specialist
<b>Typical Work Hours:</b>	Between 8 am to 4:30 p.m. Mon-Fri
<b>Work Time Accountability:</b>	Mon-Fri except in cases of emergency and other community need
<b>Updated:</b>	June 2024
<b>BOH Approval Date:</b>	January 19, 2021

### POSITION OVERVIEW

As a member of Pickaway County Public Health's (PCPH) executive team, the Director of Nursing is responsible for managing personnel, budgets, and program performance. The Director is expected to lead the Nursing Division with enthusiasm and professionalism. The ideal candidate for this position will have a passion for people and the knowledge base to help lead the nursing programs forward.

### MINIMUM QUALIFICATIONS & CHARACTERISTICS

- Ohio Registered Nurse (RN) License by the Ohio Board of Nursing
- Bachelor's degree in nursing and five (5) years of nursing experience including at least two (2) years of supervisory nursing experience
- Experience in public health preferred
- Competency in TB testing, vaccine administration, and infectious diseases preferred
- Master of Public Health or other health-related graduate degree preferred
- Must have a valid driver's license, own vehicle for travel, and personal automobile insurance
- Experience with databases and electronic health records preferred
- Experience with GMIS
- Grant management experience preferred

## ESSENTIAL POSITION FUNCTIONS

- Upholds the values and culture of the agency: Authenticity, Compassion, Determination, Professionalism, and Fulfillment
- Assures that PCPH delivers key public health services to Pickaway County residents consistent with laws, regulations, general public health best practices and community needs
- Serves clients, stakeholders and staff regardless of their race, ethnicity, gender, sexual orientation and/or socioeconomic status
- Assures that the department maintains a competent and appropriately licensed/registered/trained nursing and nursing support workforce who consistently delivers compassionate community-focused services
- Assures that Nursing Division work is communicated to the Health Commissioner on a regular basis; serves as a subject matter expert speaker as needed with community partners, leaders and stakeholders
- Assures that the Nursing Division remains financially sound; seeks and assesses all opportunities for funding to maintain and improve programs and services
- Represents PCPH to the community; speaks at community engagements and Board of Health meetings as needed

## POSITION TASKS

### *Not all-inclusive*

- Assures optimal functioning of PCPH's nursing programs including but not limited to Children with Medical Handicaps (CMH), Lead, Immunizations, Infectious Diseases, and Community Health Screenings
- In collaboration with the Office Manager, manages the operating budget for the Nursing Division; oversees grant funding and reporting consistent with the requirements of funders; writes and/or approves grants written by other Nursing Division team members; assures the establishment of correct and appropriate fees for fee-based services based on cost-methodology; oversees billing for services
- Makes purchasing recommendations for equipment and services to be utilized in the Nursing Division; orders equipment, supplies, and services upon approval
- Assures Nursing Division policies, procedures, guidelines and plans are current, clearly written, and communicated to staff and others as appropriate; assures that such policies and procedures are updated annually or within timeframes allowed by PHAB (e.g., every two, three or five years)
- Fosters departmental communication, camaraderie, transparency, learning and interdisciplinary collaboration
- Supervises, orients, mentors, coaches, and evaluates Nursing Division staff in a timely manner that is consistent with the department's HR policies and procedures. This includes but is not limited to recruiting and interviewing potential Nursing employees; making hiring recommendations of Nursing staff to the Health Commissioner, onboarding new staff, scheduling, and performance evaluations.
- Engages in PHAB accreditation processes including but not limited to community health assessments; implementation of the community health improvement plan; PCPH strategic planning; workforce development; and performance management. May take a lead in

coordination services and documentation of a PHAB strategy or domain at the direction of the Health Commissioner

- Attends all regular monthly Board of Health Meetings, presenting expert analysis of Nursing issues and programs; assures follow up of related Board actions
- Attends meetings, seminars and conferences and other job-related training sessions with permission of supervisor
- Performs other duties as assigned to advance operations of PCPH and/or the health of Pickaway County residents

**WORKING CONDITIONS**

- General office setting in health department facilities as well as at/in community sites, homes, agencies and licensed facilities such as restaurants, campgrounds, trailer parks, etc.
- Regular contact with the staff and public including potentially distraught and/or violent individuals
- Inclement weather and environmental conditions at times
- Frequent travel to/from field locations and/or meetings in and around Pickaway County and other Ohio counties
- Risk of exposure to communicable diseases, insects, other disease vectors, toxins, hazardous materials, chemical and animals

**SIGNATURES**

\_\_\_\_\_  
*Director of Nursing*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Health Commissioner*

\_\_\_\_\_  
*Date Signed*