



External Job Posting

Date: January 31, 2023

Job Title: Public Health Nurse (LPN or RN)

Job Class: Medical Assistant III (LPN) / Public Health Nurse (RN)

Status: Full-Time, Classified, Hourly, Non-Exempt

Hours: 37.50 hours per week, Monday – Friday, with occasional evenings and weekends

Pay Range: LPN \$21.10 - \$26.86 per hour, RN \$21.17 - \$31.85 per hour, based on experience

Job Responsibilities: Provide direct nursing care in clinics. Obtain intake information; prepare patients for clinical procedures; set up procedure tray, supplies, and medications; and alert health care provider of patient readiness. Assist with assessments, examinations, procedures, and treatments. Administer immunizations, medications, and injections. Perform Clinical Laboratory Improvement Amendments (CLIA) waived testing and perform quality controls. Promote and provide education on various health topics and fulfill requests for information. Perform various activities in order to facilitate clinic operations. Greet and check-in patients and distribute, collect, review, and process paperwork. Accurately document and enter patient data, direct care given, immunizations, and referrals made. Clean clinic lab areas, exam rooms, and equipment; and dispose of medical waste. Schedule appointments; make reminder phone calls to patients; and respond to patient telephone calls and voicemails. Generate and submit reports. Maintain division and agency records and databases. Receive and respond to inquiries from the public. *The following job responsibilities apply to the LPN position only:* Assist patients with the completion of insurance forms and enrollment in financial assistance programs. Perform insurance eligibility checks and communicate with insurance companies. Collect and process payments and issue receipts. Prepare for clinics by reviewing scheduled appointments for completeness; completing eligibility checks; printing out the daily schedule; and printing paperwork, labels, etc. Provide general administrative support for the division. Access, print, and provide immunization records. Send medical records to and request medical records from providers. *The following job responsibilities apply to the RN position only:* Assist with the inventory of clinic supplies and pharmaceuticals, maintain the security of medications, and complete refrigerator and temperature checks. Assist with the Children with Medical Handicaps (CMH) program. Identify children who may, consult with families, assist with enrollment, and perform home visits. Serve as a resource on services available. Provide guidance on care coordination and communication. Assist families in working with their medical insurance plan. Input client data into various software programs, process program billing, and conduct financial and programmatic tracking and reporting. Document, prepare, and/or provide paperwork and correspondence. Perform yearly statistical analysis and comparison.

Qualifications: Must be detail oriented, organized, possess strong oral and written communication skills and listening skills, excellent time management skills, strong customer service skills, ability to multi-task, and work well as part of a team. An unrestricted Ohio Licensed Practical Nurse or Registered Nurse license; CPR certified for adults, children, and infants; and ability to maintain licensure and certification required. Proficient in Microsoft Office and a basic knowledge of electronic medical record systems necessary. Must be able to lift, carry, push, and move objects weighing up to 25 pounds unassisted and up to 50 pounds with assistance. A valid Ohio Driver's License, valid auto liability insurance, the ability to maintain auto liability insurance, and the ability to maintain insurability under the County's vehicle insurance policy desired. *Additional LPN qualifications:* a minimum of one (1) year of direct nursing experience preferred; *Additional RN qualifications:* A Bachelor's degree in Nursing (BSN), or an Associate's degree plus 1 – 3 years of direct nursing experience required.

To Apply: Cover letters and resumes will be accepted until the position is filled. Please send cover letters and resumes to:

- Email: Ashley Mitchell, Deputy Director of Administration, ashley.mitchell@uchd.net
- Mail: Union County Health Department, Attn: Ashley Mitchell, 940 London Ave., Suite 1100, Marysville, OH 43040

The Union County Health Department is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, ancestry, sex, veteran or military status, national origin, age, disability, genetic information, or other protected criteria.