



## POSITION POSTING

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| <b>DATE POSTED:</b>          | 11/18/2025                                                                |
| <b>TITLE:</b>                | <b>Public Health Nurse</b>                                                |
| <b>CLASSIFICATION:</b>       | Full-time; FLSA Non-Exempt; Classified                                    |
| <b>PAY RANGE:</b>            | Starting rate is \$26.73 per hour; Commensurate with experience           |
| <b>WORK HOURS:</b>           | Days and hours of work may vary; Nights/weekends/holidays may be required |
| <b>IMMEDIATE SUPERVISOR:</b> | Nursing Supervisor                                                        |

At Wood County Health Department, we work every day to promote healthy lifestyles, prevent disease and protect the health of everyone in Wood County. If you're looking for rewarding work in an organization dedicated to making Wood County a healthier place for all of our residents, a career at Wood County Health Department may be the perfect fit for you!

### POSITION OVERVIEW:

The Public Health Nurse (PHN) for HPP provides direct nursing services in a variety of settings, including office, home, community and/or mobile clinic. These services may include immunizations, care management, infectious disease prevention, and health education. The PHN - HPP may also provide health screenings, referrals, and distribute health resources.

### ESSENTIAL DUTIES:

- Provides professional nursing services in the office, community, home, and/or mobile clinic setting;
- Interviews and assesses clients, evaluates problems and develops a plan to provide care;
- Implements and monitors plan of care for clients;
- Counsel clients regarding health plans and assessments;
- Performs Point of Care lab testing and interpretation;
- Conducts screening for social drivers of health;
- Provides linkages to primary care and other community resources;
- Participates in community outreach activities;
- Builds collaborative relationships with community partners;
- Maintains up to date knowledge of child and adult immunization schedules and advises clients accordingly;

- Assists clients in applying for benefits and services;
- Educates clients regarding health concerns, benefits and services;
- Makes referrals, as necessary;
- Logs and maintains all data and information related to the evaluation of clients and care provided. This may include electronic health records and other program-specific systems;
- Presents health education programs for other agencies, schools and the community;
- Documents project and community health statistics and assists with evaluating program effectiveness;
- Demonstrates a deep understanding and respect for the community and people the team serves;
- Consults and collaborates with other members of the health care team to assure comprehensive services and enhanced outcomes;
- May drive and/or set up mobile health center vehicle to off-site locations;
- May conduct tuberculosis case management;
- Participates as assigned in grant applications, tracking and reporting.
- Ability to safely operate an agency vehicle may be required throughout employment;
- May be required to pass specific driver training related to agency vehicle operation successfully;
- Attends meetings, conferences and training as required and as appropriate;
- Observes confidentiality of client and agency information;
- Complies with the policies and procedures of the Wood County Health Department, including the motor vehicle and equipment policies;
- Adheres to both federal and state civil rights and discrimination laws;

#### **REQUIRED MINIMUM QUALIFICATIONS:**

- Current and valid Registered Nursing license from the Ohio Board of Nursing. License must be maintained throughout employment;
- A valid Driver's License and clear driving abstract. License must be maintained throughout employment.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor of Science in Nursing from an accredited school of professional nursing;
- Education or experience in community or public health nursing.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to pass a background check;
- Experience in using office equipment, including computers, with a knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint;
- Ability to use necessary and required medical equipment;
- Ability to provide proof of automobile insurance. Current insurance must be maintained throughout employment;

- Complies with all HIPAA guidelines and expectations and maintains information in strict confidentiality;
- Ability to follow all OSHA Guidelines and HIPAA Regulations.

## BENEFITS

Full-time employees working at the Wood County Health Department and Wood County Community Health Center receive a generous benefits package that includes:

- Medical, dental, vision and prescription drug coverage, through the Wood County, Ohio Employee Benefits Plan.
- Paid time off including vacation time, sick leave and 12 federal holidays
- Participation in the Ohio Public Employees Retirement System (OPERS)
- Eligibility for the Public Service Loan forgiveness program and the National Health Service Corps Loan Repayment program (for some positions)

**Final candidates must successfully pass a background check and provide proof of current automobile insurance.**

**An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.**

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| <b>Application materials accepted until:</b> | The position is filled.                                                                                                                                                                                                                                                                                                                                                              |
| <b>Required documents:</b>                   | <p>Wood County Application for Employment, cover letter, resume, contact information for at least three <b>professional</b> references.</p> <p>The Wood County Application for Employment can be found here:<br/> <a href="#">Wood County Employment Application</a></p> <p><b>Application materials submitted without all required documents will be considered incomplete.</b></p> |
| <b>Submit application materials to:</b>      | <p>Recruitment and Development Coordinator<br/> 1840 East Gypsy Lane Rd.<br/> Bowling Green, OH 43402<br/> 419-352-8402 Ext. 3201</p> <p><a href="mailto:WCHDHumRes@woodcountyohio.gov">WCHDHumRes@woodcountyohio.gov</a></p>                                                                                                                                                        |

The Wood County Health Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Health Department provides reasonable accommodations to qualified

individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. If you have a disability and would like to request an accommodation to apply for a position with the Wood County Health Department, please email [WCHDHumRes@woodcountyohio.gov](mailto:WCHDHumRes@woodcountyohio.gov) or call 419-352-8402 Ext. 3226.