



POSITION POSTING

DATE POSTED:	3/12/2026
TITLE:	Registered Nurse
CLASSIFIED:	Classified, FLSA Non-Exempt
PAY RANGE:	Salary range \$26.73 - \$37.42. Commensurate with experience
WORK HOURS:	Mon 8:00 am - 6:00 pm, Tues/Wed/Thurs 8:30 am - 4:30 pm, Fri 8:30 am - 2:00 pm. Weekend and/or evening hours as necessary for meetings and/or emergency calls.
IMMEDIATE SUPERVISOR:	Clinical Quality Manager

At Wood County Health Department, we work every day to promote healthy lifestyles, prevent disease and protect the health of everyone in Wood County. Our Community Health Center is committed to providing quality medical, dental, and behavioral health care to improve the wellbeing of individuals and families. 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 and the Wood County Community Health Center may be the perfect fit for you!

POSITION OVERVIEW

The Registered Nurse, under the supervision of the Clinical Quality Manager, provides direct nursing care and education to patients in the primary care setting and collaborates with interdisciplinary team members.

ESSENTIAL DUTIES

Clinical Duties:

- Applies the nursing process by delivering effective relationship-based, age-specific nursing care in order to assist patients to attain, maintain, regain, and sustain optimal health status
- Provides nurse visits with patients to collaborate care with providers
- Assesses and triages patients to evaluate concerns, using the nursing process
- Performs care coordination, to include:
 - Develops and implements plan of care for patients in compliance with agency and affiliates measures
 - Determines effectiveness of care plans and complete revisions with goal changes, as necessary
 - Assesses and manages patients with chronic care conditions to close care gaps
 - Tracks outstanding orders and provides follow-up

- Performs outreach to assigned patient rosters to support quality improvement activities
- Educates, assists, and follows up with patients who perform self-monitoring activities
- Makes necessary referrals
- Assists and supports prior authorizations and claims denials
- Ensures medical records are obtained to support complete and up-to-date patient records
- Collects specimens, performs phlebotomy, and administers vaccines and medications
- Obtains hospital records from patients' hospital admissions and documents in EHR
- Performs nurse-led visits as determined by care coordination
- Assists providers with Medicare Annual Wellness Visits
- Educates and assists patients regarding benefits and services
- Accurately utilizes EHR for documentation of all data related to patient care
- Reviews and monitors the daily nurse schedule seeking to keep the schedule full
- Runs scheduled controls and maintains records for medical equipment
- Organizes and maintains clinic supply inventory and the clinic environment
- Provides back-up support for medical assistants, including rooming support, as needed
- Other clinical duties as assigned by the Clinical Quality Manger

REQUIRED QUALIFICATIONS

- Bachelor of Science degree in Nursing from an accredited school of professional nursing

PREFERRED QUALIFICATIONS

- One (1) year of care coordinator experience preferred

REQUIRED LICENSES/CERTIFICATIONS

- Registered Nursing license from the Ohio Board of Nursing.
- Must be certified in Basic Life Support/CPR.
- Must possess a valid Ohio driver's license. License must be maintained throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to pass a background check;
- Ability to provide proof of automobile insurance. Current insurance must be maintained throughout employment;
- Possess and maintain knowledge and understanding of federally qualified health centers.
- Understanding of office equipment, including computers, with a knowledge of electronic health records and Microsoft Office;
- Ability to use necessary and required medical equipment;
- Complies with all HIPAA guidelines and expectations and maintains information in strict confidentiality;

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 a valid State of Ohio driver's license as well as 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.

Application materials accepted until:	The position is filled.
Required documents:	Wood County Application for Employment, cover letter, resume, contact information for at least three professional references. The Wood County Application for Employment can be found here: https://woodcountyhealth.org/career-opportunities/ Application materials submitted without all required documents will be considered incomplete.
Submit application materials to:	Recruitment and Development Coordinator 1840 East Gypsy Lane Rd. Bowling Green, OH 43402 419-352-8402 Ext. 3201 Email to: WCHDHumRes@woodcountyohio.gov

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 or call 419-352-8402 Ext. 3201.