



POSITION POSTING

DATE POSTED:	8/25/2026
TITLE:	Psychiatric Nurse Practitioner (Part-time)
CLASSIFIED:	Classified, FLSA Exempt
PAY RANGE:	Commensurate with experience
WORK HOURS:	Days and hours of work may vary
IMMEDIATE SUPERVISOR:	Chief Executive Officer

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

Working in a collaborative team environment, the Psychiatric Nurse Practitioner (PMHNP) is responsible for providing mental health services for children and adults.

ESSENTIAL DUTIES

- Perform psychiatric evaluation, diagnosis, and medication management for patients presenting with mental health and/or substance use needs.
- Collaborate with a multidisciplinary team including behavioral health counselors, primary care medical and dental providers, pharmacy personnel, and support staff to facilitate patient care coordination and appropriate use of warm hand-offs and internal referrals.
- Analyze and evaluate patient data and examination findings to diagnose the nature and extent of mental disorders.
- Design individualized care plans using a variety of treatments.
- Maintain accurate documentation in compliance with health center and regulatory standards, and effectively utilize the EHR for documentation of all patient care.
- Monitor clinical outcomes both individually and for patient panels to improve mental health.
- Educate patients on disease prevention, management, and healthy lifestyle habits.
- Refill medications as appropriate.
- Counsel patients regarding health plans and assessments.
- Respond to patient inquiries and requests in a timely manner, following the health center's standards.
- Available to the health center's medical, dental, and behavioral health providers for consultation, including interdisciplinary case reviews without direct patient contact.

- Establish and maintain relationships with other agencies.
- Participate in peer reviews, program evaluation, and quality improvement activities.
- Submit appropriate charting and billing in a timely manner, following the health center's standards and relevant contract and regulatory requirements.
- Support after-hours phone coverage as scheduled.

REQUIRED QUALIFICATIONS

Qualified employees shall possess the following and maintain throughout employment:

- Certification as a Psychiatric-Mental Health Nurse Practitioner (PMHNP). Certification must be maintained throughout employment.
- Current Ohio License for Registered Nursing and Advanced Practice. License must be maintained throughout employment.
- Valid Ohio Nurse Practitioner Certificate of Authority (COA) and Certificate to Prescribe (CTP). Certification must be maintained throughout employment.
- Current unrestricted DEA license. License must be maintained throughout employment.
- Basic Life Support (BLS) certificate. Certification must be maintained throughout employment.
- Valid Ohio driver's license. Must maintain license throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to provide proof of current automobile insurance
- Ability to successfully pass a background check
- Ability to successfully complete required health center credentialing and privileging
- Ability to be credentialed with required health plans, including but not limited to Medicare and Medicaid plans
- Knowledge of relevant health care laws, regulations and standards as defined by federal, state and local governments

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@woodcountyohiohealth.gov
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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@woodcountyohiohealth.gov or call 419-352-8402 Ext. 3201.