



Perry County Health Department

Position Description

MISSION

To improve Public Health in Perry County by preventing disease, promoting health and safety, and protecting our environment.

VISION

A motivated community uniting for health and prosperity where we live, work, and play.

VALUES

WE CARE: Willingness, Excellence, Collaboration, Accountability, Respect, and Education

Position Title:	Director of Public Health Nursing						
Working Title:	DON						
Agency Unit:	Nursing			Reports to:	Health Commissioner		
Employment Status:	Full Time	Pay Grade:	8	Wage	TBD	FLSA Status:	Exempt
Normal Working Hours:	8am-4pm Monday-Friday As approved by the Health Commissioner						

Position Summary:

The Director of Nursing provides strategic and operational leadership for the Perry County Health Department's Nursing Division. Under the direction of the Health Commissioner, this position plans, develops, implements, and evaluates public health nursing programs and clinical services that protect and improve the health of Perry County residents. The Director of Nursing supervises nursing personnel, ensures compliance with all applicable federal, state, and local laws and professional nursing standards, oversees program quality and grant performance, and manages division budgets and resources. The Director works collaboratively with internal departments, healthcare providers, community partners, schools, emergency response agencies, and state officials to address community health priorities, improve health outcomes, and advance the mission of the Health Department. This position also serves as a member of the agency's leadership team, providing guidance on clinical practice, public health policy, emergency preparedness, and organizational planning while fostering a culture of excellence, accountability, and continuous quality improvement.

Essential Duties:

Director of Nursing Duties

1. Provides leadership and direction for Nursing Division personnel and operations through effective supervision, coaching, performance management, workforce development, succession planning, and continuous quality improvement.
2. Develops policies and procedures specific to the Nursing Division that align with PCHD policies and

procedures along with PCHD's Mission, Vision, and Values. This includes policy/procedure implementation and management.

3. Uses data, performance measures, quality improvement methodologies, and community health indicators to evaluate Nursing Division programs, identify opportunities for improvement, and support evidence-based decision-making.
4. Works with the PCHD Medical Director to update or revise the standing orders as needed and ensures that the nursing division staff adhere to and are familiar with the standing orders.
5. Develops, administers, and monitors the Nursing Division budget while ensuring responsible stewardship of public resources and efficient allocation of personnel, supplies, vaccines, and equipment.
6. Evaluates vaccine utilization and community immunization trends to improve access and increase vaccination coverage using evidence-based public health practices.
7. Manages vaccine inventory, coordinates the Vaccines for Children Program (VFC), and organizes local vaccine clinics and other preventative health services for the community.
8. Participates in the Local Public Health Services Collaborative LLC (LPHSC) meetings and understands and adheres to the policies and procedures set forth by the LPHSC.
9. Oversees clinical billing processes, monitors reimbursement trends, and works collaboratively with administrative staff to improve financial sustainability while maintaining compliance with payer requirements. Knowledgeable on eClinical Works (eCW) and monitors and evaluates usage by the Nursing Division staff.
10. Ensures staff collect appropriate copays or insurance information and submit claims to insurance for services. The DON monitors payment for services and if claims are rejected the DON ensures follow-up.
11. Ensures the nursing division provides child, adolescent, & adult immunizations in accordance with mandated guidelines along with providing appropriate education regarding immunization policies, adverse reactions, precautions, follow-up immunizations, etc.
12. Ensures the nursing division provides Tuberculosis (TB) testing and therapeutic injections in accordance with mandated guidelines; and reads and documents results of TB testing as necessary.
13. Ensures the nursing division provides services such as blood pressure readings, allergy shots, headlice checks, and in-home nursing services when requested.
14. Promotes community engagement by coordinating outreach activities, health education, and partnerships that improve access to preventive health services for all populations.
15. Directs communicable disease surveillance, investigation, contact tracing, reporting, and implementation of disease control measures utilizing current epidemiologic principles and evidence-based public health practices.
16. Ensure staff within the nursing division utilize the Infectious Disease Control Manual (IDCM) guidelines for investigation, prevention and control of infectious diseases.
17. Ensure training /in-services are provided on ODRS to public health staff and healthcare providers in the community.
18. Maintains the agency's capacity to provide timely surveillance, investigation, and response to reportable diseases on a 24-hour, 365-day basis through effective planning, staff training, and coordination with local, regional, state, and federal partners.
19. Ensure nursing staff know how to submit all Class A disease reports to ODH immediately by phone and enter into ODRS by the next business day.
20. Ensure the nursing division staff conduct timely review, investigation, and reporting of infectious diseases and submit reports in accordance with the Ohio Administrative Code (OAC) using ODRS.
21. Ensures compliance with local, state, and federal laws, contract requirements, and PCHD/Nursing Division policies and procedures.
22. Analyzes Child Fatality Review findings to identify trends, inform prevention strategies, and support community-based interventions designed to reduce preventable child deaths.
23. Manages the Children with Medical Handicaps Program (CMH). This includes making sure

Nursing staff have the knowledge and the ability to link eligible families of children with special needs to a network of quality providers. Also includes working with families to ensure the CMH program helps to cover the cost of their child's needs.

24. Manages Project Dawn which includes ensuring that PCHD nurses can provide opioid and Naloxone use education and distribution of Naloxone to the community and our community partners. Also includes appropriate reporting and managing the supply of Naloxone.
25. Utilizes a variety of technical programs and state systems appropriate for the Nursing Division such as, but not limited to: Ohio Disease Reporting System (ODRS), Impact SIIS, and eClinical Works.
26. Serves as an active member of the Leadership Team by participating in strategic planning, performance management, quality improvement initiatives, accreditation activities, policy development, workforce development, emergency preparedness, and organizational decision-making.
27. Utilizes community health assessment data, health indicators, performance measures, and quality improvement findings to align Nursing Division priorities with the Community Health Improvement Plan (CHIP), Strategic Plan, and agency performance management system.

Other Duties & Responsibilities:

1. Attends staff meetings, Leadership Team meetings, and annual District Advisory Council Meetings unless excused by the Health Commissioner.
2. Serves on the CHA and CHIP workgroups and/or delegates a staff member to represent the Nursing Division. As directed by the Health Commissioner, this may include participation in the committees organized around the key health priority areas and working on completing the committee workplans.
3. Supports and participates in the Public Health Accreditation process. This may include serving on the Accreditation Team and/or appointing staff from the Nursing Division to serve on the team. This also includes managing the Nursing Division domain assignments and ensuring staff complete and submit assignments in a timely manner.
4. Participation in continuous quality improvement and performance management.
5. Assist/participate in local and regional training (e.g., ICS, tabletop exercises).
6. Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care and social/economic services.
7. Communicates in writing and orally with linguistic and cultural proficiency and delivers socially, culturally, and linguistically appropriate customer service.
8. Participates in community planning activities that align with the Nursing Division's goals/objectives and PCHD's Mission, Vision, and Values.
9. Observes confidentiality of client and agency information, especially with regards to HIPAA
10. Establish and maintain effective working relationships with the public, other governmental agencies, and co-workers.
11. Ability to drive on a regular basis to business appointments and meetings.
12. Practices dependable attendance habits
13. Maintains and improves knowledge and skills through attendance at meetings, trainings, seminars, and continuing education.
14. Promotes public health and represents PCHD favorably to the public. This may include attending and/or presenting at health fairs and special events, preparing displays for events, developing educational materials, and working with other staff on promotion projects.
15. Ensures compliance with standards, laws, and regulations as promulgated by regulatory agencies such as OSHA, Federal and State government.
16. In a public health emergency, functions in the local public health's emergency response and assumes

the proper Incident Command Role. Participates in emergency preparedness training and exercises on an ongoing basis.

17. Assists the Health Commissioner as required.

(This list is not all inclusive)

Minimum Qualifications:

1. A licensed registered nurse in the state of Ohio.
2. 5+ years' experience in nursing services
3. Valid Ohio driver's license with ongoing proof of auto insurance
4. Experience in program management, preparing presentations, public speaking, team leadership, group facilitation, community engagement, and partnership building.

Preferred Qualifications:

1. Bachelor's degree from an accredited college or university in Nursing.
2. Experience developing policies and program management/implementation.
3. Completion of basic Incident Command System training
4. Experience working with Microsoft Word, Excel, and Power Point
5. Excellent interpersonal and communication (verbal and written) skills.
6. Non-tobacco user

Core Public Health Competencies (Tier 3)

Evidence-Based Approaches to Public Health

- Uses scientific evidence, surveillance data, and community health assessments to guide decision-making.
- Applies epidemiologic principles to disease prevention and outbreak response.
- Evaluates program effectiveness using measurable outcomes and performance indicators.

Public Health & Health Care Systems

- Demonstrates knowledge of governmental public health responsibilities and healthcare delivery systems.
- Coordinates services with healthcare providers, hospitals, schools, emergency management, and state agencies.
- Ensures compliance with applicable federal, state, and local laws and regulations.

Planning & Management

- Develops, implements, and evaluates nursing programs and services.
- Manages budgets, grants, contracts, staffing, and operational resources.
- Applies quality improvement principles to improve efficiency and effectiveness.
- Uses performance measures to monitor division success.

Policy in Public Health

- Assists in developing agency policies and procedures.
- Implements policies consistent with legal requirements and public health best practices.
- Advises leadership regarding emerging public health issues.

Leadership & Systems Thinking

- Provides leadership that promotes collaboration, accountability, innovation, and professional development.

- Builds partnerships across organizations to improve community health.
- Supports organizational change and continuous improvement.

Communication

- Communicates effectively with staff, healthcare providers, elected officials, community organizations, and the public.
- Presents technical public health information in a clear and understandable manner.
- Uses written, verbal, and electronic communication professionally.

Health Equity & Social Justice

- Promotes equitable access to public health services.
- Considers social drivers of health when planning programs.
- Works to reduce health disparities through community partnerships and targeted interventions.

Community Partnership

- Develops and maintains collaborative relationships with community organizations.
- Represents the Health Department on local and regional committees.
- Encourages community participation in public health initiatives.
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Organizational Competencies:

The Perry County Health Department (PCHD) is committed to improving public health by preventing disease, promoting health and safety, and protecting our environment. Therefore, all (PCHD) employees are expected to ensure that Perry County residents and our communities are protected from disease and other public health threats through prevention, and empower others to live healthier, safer lives where we live, work, and play. In addition, all PCHD employees are expected to meet the following organizational competencies:

1. Demonstrate knowledge of one's expected role(s) in organizational and community response plans activated during a disaster or public health emergency.
2. Use personal computers and other office information technologies for working with documents and other computerized files.
3. Contribute to implementation of organizational strategic plan.
4. Apply strategies for continuous quality improvement.
5. Communicate in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images).
6. Deliver socially, culturally, and linguistically appropriate programs and customer service.
7. Collaborate with community partners to improve health in a community (e.g., participate in committees, share data and information, connect people to resources).
8. Inform the public about policies, programs, and resources that improve health in the community.
9. Adhere to organizational policies and procedures.
10. Use performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation).
11. Incorporate ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities.
12. Participate in professional development opportunities.
13. Build and maintain customer satisfaction with the products and services offered by the organization.
14. Adapt to changing business needs, conditions, and work responsibilities.

Work Environment:

1. May be required to work irregular/extended hours including evenings and weekends.
2. Out of county and/or state travel may be required.

3. Able to tolerate extended periods of sitting and exhibits manual dexterity when working on the computer, typing, entering data and performing other related tasks.
4. Regularly talks and listens when working with the public.
5. Provides timely response to requests and deadlines.
6. Receive, process, and provide visual, verbal, and written information.
7. Vision demands include typing or reading on a computer screen.
8. Occasionally lifts up to 25 pounds when lifting files and boxes of records.
9. Employee may come in contact with bloodborne pathogens, body fluids, pesticides, and/or infectious disease.
10. Must be able to assume a wide range of responsibilities, to work with staff that varies in their work styles and to work under pressure.
11. The primary location of this position is a typical office environment located at 2235 State Route 13, New Lexington, Ohio 43764.

Safety:

PCHD promotes a safe work environment. Employees must follow safety policies and procedures to ensure an accident-free workplace.

Job Performance Evaluation:

The employee will be evaluated at least annually, but more often if performance warrants it.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

EMPLOYEE UNDERSTANDING

My (employee) signature below indicates that I have reviewed my position description and that I understand the contents of the description.

_____ / ____ / ____

Employee

Date

_____ / ____ / ____

Health Commissioner

Date