

Massillon City Health Department

Job Classification

Public Health Nursing Director

General Statement of Duties

Under the general supervision of the Health Commissioner, the DON is responsible for the operation of all public health nursing services and clinic activities.

Examples of Work

Performs various administrative duties such as attending meetings, ordering supplies and vaccines, purchase orders, employee evaluations, incident reports, and monthly reports

Provides assessment, planning, implementation, supervision, and evaluation of nursing health services and clinics

Compliance with the Ohio Board of Nursing rules and regulations and Ohio Revised Code

Compliance with applicable state and federal laws and regulations

Follows HIPPA regulations and acts as HIPPA Compliance Officer for the health department

Management of and preceptor for nursing students from local universities and schools of nursing

Works in concert with the Medical Director and Health Commissioner on policy development and standing orders for public health nursing services and clinics

Attends meetings and serves on committees and boards

Participates in local and state-wide drills and trainings for public health response, is available 24/7 for emergency response

Vaccines for Children and Vaxcare Program Director

Harm Reduction and Naloxone Program Coordinator

Conduct communicable disease surveillance, protection investigation and follow-up, in the Massillon jurisdiction

Participates and assists with local or county-wide community health needs assessments and surveys

Participates in planning, training, and response to public health emergencies, is available 24/7 for Class A reportable disease reports

Be an avid team member on accreditation standards and projects

Features of the Class

Knowledge of nursing administration, supervisory principles, ability to organize and manage staff effectively

Demonstrates critical thinking skills and ability to apply nursing processes

Knowledge of federal and state laws and regulations including HIPPA

Knowledge of risk communications and the ability to interact with the public in a positive and culturally sensitive manner

Ability to follow department policies and procedures

Handles sensitive inquiries from and contacts with executive officials, medical personnel, and the general public

Knowledge of Medical eligibility and enrollment, knowledge of Medicaid and private insurance billing as it pertains to public health services provided

Ability to collaborate with other agencies to address community health needs

Desirable Qualifications

Graduate of an approved college or university with a Bachelor of Science in nursing. Registered Nurse with a valid license to practice nursing in Ohio. Three years nursing experience in a public health department with one year experience in a supervisory position.

Essential Qualifications

Registered nurse with a valid license to practice in the State of Ohio. Valid driver's license in the State of Ohio. Two years nursing experience in a public health department with one year experience in a supervisory position

Competencies

Core, 1A1-1A10, 2A1-2A8, 1B1-1B10, 3A1-3A5, 3B1, 3B2, 3C1, 3C2, 4A1-4A7, 6A1-6A3, 8A1, 8B1-8B8

(Core competencies for Public Health Professionals, The Council on Linkages Between Academia and Public Health Practice, June 26, 2014)

Revised 4/11/2019