

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

**Position:** Public Health Nurse Program Manager

**Position to be filled:** August 7, 2017

**Starting Salary:** \$53,968 annually

**Reports to:** Public Health Nurse Supervisor

**Hours:** Mon. – Fri., 8:30 a.m. to 4:30 p.m.  
Evenings/weekends as needed

## **Minimum Requirements:**

- Bachelor's degree in nursing.
- Valid state of Ohio Registered Nurse license; current CPR certification.
- Minimum of three years of public health nursing experience.
- Valid driver's license and insurance at time of appointment.
- Knowledge of HIPAA regulations and ability to preserve confidentiality of protected health information and program records.
- Strong customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment.
- Proficiency with use of databases; proficiency with querying and reporting data.
- Mathematical aptitude necessary to assist in developing program budgets and monitoring expenditures.

## **Preferred Qualifications:**

- Knowledge of immunization schedules for children and adults.
- Experience with Family Planning Services including common medications used and assisting with procedures.
- Experience creating staffing schedules.
- Experience using electronic medical record systems.

## **Responsibilities:**

- As team leader, researches and assists in developing and implementing new and existing programs.
- Assists with training/orienting new staff. Provides technical assistance and/or training to staff related to clinic or program functions.
- Assists with budget development and monitoring, including periodic reallocation of funding to ensure appropriate expenditure of program funds.
- Manages the medication and/or supply inventory of clinic or program according to established procedures.
- Participates in quality assurance and improvement activities to foster a culture of quality improvement within the assigned service area.
- Coordinates, facilitates, and provides community education and outreach initiatives.
- Assists with the establishment and maintenance of internal and external relationships and leverages relationships to maximize program and training effectiveness.
- Participates in local and state-wide meetings to stay abreast of changes in public health trends and regulations that may impact assigned program(s).
- May represent CCBH as a participant at coalition and/or subcommittee meetings. May lead
- Participates in program budget development.
- Assists in monitoring program budgets.
- Develops and extracts reports from databases (i.e., Enterprise, etc.) for delivery to internal and external customers.
- Participates in public health emergency activities as needed.
- Performs other duties as assigned.

## **Forward pre-employment application to:**

Human Resources  
Cuyahoga County Board of Health  
5550 Venture Drive  
Parma, Ohio 44130  
Email – [hr@ccbh.net](mailto:hr@ccbh.net)

**Deadline to Apply: 4:30 p.m. on Monday, July 3, 2017**

Consideration for internal applicants upon written request to Human Resources

Please print and complete the pre-employment application available on our website, [www.ccbh.net](http://www.ccbh.net). Please submit your resume along with your application.

*Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.*