

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Position: School Health Licensed Practical Nurse (Part-Time/ 30 hours per week during school year)

Reports to: Public Health Nurse Supervisor

Position to be filled: August 21, 2017

Starting Salary: \$18.03 per hour

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m. (30 hours per week during school year)
Evenings/weekends as needed

Minimum Requirements:

- Completion of state approved licensed practical nursing education program.
- Valid State of Ohio Licensed Practical Nurse; current Certification in CPR.
- Minimum of one year of related experience.
- Valid driver's license and insurance at time of appointment.
- Ability to efficiently multi-task on a daily basis.
- Knowledge of HIPAA regulations and ability to preserve confidentiality of protected health information and program records.
- Good 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 (i.e., copier, fax, scanner, telephone, etc.).

Responsibilities:

- Assists in providing care to students and/or staff in the school setting.
- Conducts health observations of students and/or staff and communicates health needs and/or potential health problems to the school public health nurse (PHN).
- Reviews medication orders from medical providers and administers medications to students in accordance with the provider order.
- Responds to phone inquiries from parents and/or medical providers; routes calls to the school PHN or other school staff as necessary.
- Assists school PHN with completion of required reports.
- May provide input to school PHN related to individual student care plans and/or Individual Education Plan (IEP) meetings.
- Maintains all student health records in accordance with CCBH's HIPAA policies and the school district's FERPA policies.
- 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

Deadline to Apply: 4:30 p.m. on Friday, June 2, 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. 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.

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