

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Position: Licensed Practical Nurse
Position to be filled: September 18, 2017
Starting Salary: \$35,170.00

Reports to: Public Health Nurse Supervisor
Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.
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.).

Preferred:

- Experience working in women's health
- Experience providing patient navigation through the complex health care system.
- Ability to interpret medical terminology from reports.

Responsibilities:

- Assists in coordinating client health screenings (i.e., well women exams, mammogram, etc.).
- Assists with client intake process including program eligibility and registration.
- Provides clients with information related to services and answers client questions.
- Contacts clients to communicate appointment reminders, testing results, and other relevant health information.
- Collaborates with external agencies to arrange for medical logistics prior to client arrival or referral.
- Responds to phone and electronic inquiries from clients or providers; routes calls to appropriate staff as necessary.
- May review medical providers' and client charts to determine compliance with state recommended screening schedules.
- Maintains all protected health information in compliance with CCBH's HIPAA policies.
- Provides Patient navigation to all women and documents result of navigation.
- Maintain and establish provider relationships
- Coordinates community screenings events.
- Participates in public health emergency activities as needed.
- Performs other duties as requested and/or assigned by Supervisor or Director/Deputy Director.
- Participates as requested or needed in the event of any public health emergency.

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, July 31, 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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