

CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Position: Public Health Nurse Program Manager

Position to be filled: August 7, 2018

Starting Salary: \$53,968 annually

Reports to: Public Health Nurse Supervisor

Hours: Mon. – Fri., 8:30 a.m. to 4:30 p.m.

Minimum Requirements:

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

Preferred Qualifications:

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

Responsibilities:

1. As team leader, researches and assists in developing and implementing new and existing programs.
2. Assists with training/orienting new staff. Provides technical assistance and/or training to staff related to clinic or program functions.
3. Assists with budget development and monitoring, including periodic reallocation of funding to ensure appropriate expenditure of program funds.
4. Manages the medication and/or supply inventory of clinic or program according to established procedures.
5. Participates in quality assurance and improvement activities to foster a culture of quality improvement within the assigned service area.
6. Coordinates, facilitates, and provides community education and outreach initiatives.
7. Assists with the establishment and maintenance of internal and external relationships and leverages relationships to maximize program and training effectiveness.
8. Participates in local and state-wide meetings to stay abreast of changes in public health trends and regulations that may impact assigned program(s).
9. May represent CCBH as a participant at coalition and/or subcommittee meetings. May lead
10. Participates in program budget development.
11. Assists in monitoring program budgets.
12. Develops and extracts reports from databases (i.e., Enterprise, etc.) for delivery to internal and external customers.
13. Participates in public health emergency activities as needed.
14. 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: July 27, 2018

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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