

# CUYAHOGA COUNTY BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

**Position:** Public Health Nurse – Supervisor

**Position to be filled:** August 27, 2018

**Salary:** \$61,959.00 annually

**Reports to:** Deputy Director

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

**Minimum Requirements:** Bachelor's degree required along with five (5) years of public health nursing experience, including experience as a Program Manager or equivalent. Must be licensed registered nurse pursuant to Section 4723.13 of the Revised Code. A valid Ohio driver's license with ongoing proof of auto insurance. Current CPR certification.

**Preferred qualifications:**

1. Five or more years' experience in public health nursing.
2. Experience developing, implementing and expanding grant programs.
3. Grant writing experience.
4. Experience developing and monitoring budgets.
5. Ability to effectively function as a member of an interdisciplinary service team.
6. Effective written and oral communication skills.
7. Proficient in Microsoft Office Suite.

**Responsibilities:**

1. Supervise nurses and other assigned staff performing public health services.
2. Plan and implement assigned programs.
3. Participate in assessment of service area and program staffing needs.
4. Assign and schedule activities assigned staff.
5. Coordinate orientation and training of assigned staff.
6. Prepare and submit required reports.
7. Maintain program budgets and manage grants.
8. Work with community groups and officials.
9. Perform quality assurance and program evaluation activities.
10. Other related duties as requested by Deputy Director and /or Service Area Director.
11. Participate as needed or requested 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](mailto: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](http://www.ccbh.net). Please attach your resume.

*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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