



**Public Health**  
Prevent. Promote. Protect.  
**Greene County**

## **Greene County Public Health**

*Melissa Howell, MS, MBA, MPH, RN, RS, Health Commissioner*  
*Kevin L. Sharrett, MD, Medical Director*

### **PUBLIC HEALTH NURSE**

Department: Community Health Services

Type: Full time (35 hours/week), hourly, non- exempt

Date Posted: Thursday, September 30, 2021

Rate: \$23.14 - \$39.80/hour

Application Deadline: Friday, October 15, 2021

Probationary Period: 180 days

#### **Job Duties:**

Perform client assessments by acquiring health and family histories and conducting routine medical tests and makes appropriate referrals; utilize a variety of nursing and counseling skills; provide client education; prepare and maintain patient records; perform laboratory and diagnostic workups, providing follow-up and referrals based on findings; instruct and counsel parents and clients regarding normal anatomy and physiology. Assess the needs of individuals, families, or communities, including assessment of individual home or work environments to identify potential health or safety risks. Present to community groups and/or schools on variety of health-related topics. Provide information to individuals, families, or other groups on topics such as health education, disease prevention or childbirth and develop health improvement programs.

All Greene County Public Health employees have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Greene County Emergency Response Plan.

#### **Minimum Qualifications:**

Baccalaureate degree in nursing with a minimum of six months experience in public health or equivalent required. Current and valid Registered Nursing License (RN) as issued by the Ohio Board of Nursing, CPR certification and driver's license required. Microsoft Teams, SharePoint, Adobe Acrobat Pro, Health District Information System (HDIS), Ohio Department of Health Gateway programs (e.g., Early Intervention Data System (EIDS), Medicaid A Claiming, MATCH, Ohio Comprehensive Home Visiting Integrated Data Systems (OCHIDS), AHLERS, etc.) and video conferencing training including Cisco WebEx, GoToMeeting, Zoom and Microsoft Teams provided upon hire.

#### **Work Schedule:**

Monday through Friday 8:00 a.m. – 4:00 p.m., with one-hour unpaid lunch. Early mornings and evenings as required.

360 Wilson Drive • Xenia, Ohio 45385  
(937) 374-5600 • toll free (866) 858-3588 • Fax (937) 374-5675  
[www.gcph.info](http://www.gcph.info)



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### Benefits:

Greene County Public Health offers vacation, holidays, personal leave, sick leave, tuition reimbursement, EyeMed vision, United HealthCare dental, life and medical, Ohio Public Employees Retirement System (OPERS), County Commissioners Association of Ohio Deferred Compensation and Ohio Deferred Compensation.

### Contact Information:

For general questions regarding the position, please contact:

### Human Resources

(937) 374-5620

[jalfaro@gcph.info](mailto:jalfaro@gcph.info)

To be considered for this position, please submit application, or resume and cover letter by 4 p.m., Friday, October 15, 2021, to:

- Health Commissioner
- Greene County Public Health
- 360 Wilson Drive
- Xenia, Ohio 45385
- [jalfaro@gcph.info](mailto:jalfaro@gcph.info)
- (937) 374-5699 fax

### Additional Information:

Applicants will be selected for interviews based on qualifications and the quality of resumes and cover letters. Successful applicants must complete a criminal background check.

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