



City of New Philadelphia, Ohio
New Philadelphia Health District

150 East High Ave. Suite 011, New Philadelphia, OH 44663 ~ 330-364-4491 X 1208

**NEW PHILADELPHIA CITY HEALTH
DEPARTMENT
Job Description**

GENERAL INFORMATION:

**Title: Public Health Immunization and *Children*
with Medical Handicaps (CMH) Public Health Nurse**

Department	New Philadelphia City Health
Work Hours	8:00 A.M. to 4:30 P.M. (One Hour Lunch Period) <i>With possibility of off-hours work under special circumstances.</i>
Department Days	Full Time - Monday through Friday (total of 40hrs/week)
Immediate Supervisor	Director of Nursing
Date of Hire	
Civil Service Examination	None
License/Certification Required	Ohio State Board of Nursing
Motor Vehicle License	Ohio Bureau of Motor Vehicles

Position Summary:

- Must hold a degree in Nursing and have a current nursing license recognized by the state of Ohio.
- This position outlined below may be the job responsibilities of the Public Health Nurse (PHN) with duties that include one, multiple or all as directed by the Health Commissioner or designee. This job description is not all inclusive and may be amended at the discretion of the Health Commissioner.
- Responsible for oversight of the Immunization Program.
- Responsible for the Complex Medical Help Program
- Promotes and participates in all clinical nursing services.
- Assists the Accreditation Coordinator with consistently moving NPCHD forward in the PHAB Accreditation Cycle.
- Actively participates in other Health Department Services, as requested.
- Have a personal car to use for clinical program travel – submit mileage sheet for reimbursement rate that is set by the Auditor/OBM.
- Maintains vehicle liability coverage on a personal motor vehicle.
- And all other job duties as required at the discretion of the Health Commissioner and or the New Philadelphia City Health Department Board of Health.

JOB DUTIES:**Immunization:**

- Administers immunizations to both children and adults in accordance with ACIP guidelines and NPCHD Policy and Procedure.
- Keeps records of immunizations (both paper and electronic) as directed by the Ohio Department of Health (ODH) and in accordance with the New Philadelphia City Health Department Records Retention Policy.
- Monitor vaccine supply, expiration dates, refrigerator and freezer temperature logs daily and orders vaccine timely from the ODH.
- Completes weekly vaccine inventory in ODH's vaccine management system VOMS.
- Completes all required training provided through ODH Immunization Program.
- Keeps staff up to date on current ACIP guidelines for immunization.

CMH:

- Completes necessary CMH training and orientation to the program.
- Satisfactorily Completes yearly CMH program Audit with ODH program consultant.
- Works with families and children to assist with application for services.
- Conducts home or phone visits per CMH guidelines.
- Documents all CMH activities timely.
- Coordinates with the Office Supervisor to submit program invoices for reimbursement.
- Meets with program Supervisor as needed to update program progress and/or issues.

Other Duties as Required:

- Promotes and participates in all clinical nursing services including but not limited to:
 - Allergy and I.M. Injections
 - MAT (Vivitrol injections)
 - A1C Testing
 - HIV and Hepatitis C Testing
 - Nurse visits (BP checks, Occupational Health Injuries, Lice Checks, etc.)
 - TB testing
 - Urine/Oral Drug Screens
 - Other clinical programming as directed by the Director of Nursing
- Assists with community health education; may include community events and off-work hours as needed.
- Keeps the Director of Nursing apprised of issues, opportunities and concerns in the clinical area of NPCHD in a timely manner.
- Keeps current in nursing by attending continuing education seminars and workshops and by reading professional journals and publications.
- Covers the duties of the Director of Nursing during her absence.
- And all other job duties as required at the discretion of the Health Commissioner and or the New Philadelphia City Health Department Board of Health.

Compensation: \$25 per hour

HOW TO APPLY: Interested candidates may upload their resume and a letter of interest to Health Commissioner Nichole Bache at health@newphilaoh.com resumes will be accepted until the position is filled. No phone calls please.