



## Position Description

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|---|--------------------------|---------------------------|--|
| <b>Position Title:</b>  | Public Health Nurse (RN) | <b>Work Title:</b>        | Complex Medical Help Program Nurse (CMH) |
| <b>Division:</b>  | Nursing                  | <b>Status:</b>            | Classified                               |
| <b>Reports to:</b>  | Director of Nursing      | <b>Employment Status:</b> | Full-Time                                |
| <b>Funding Source:</b>  | District Health          | <b>FLSA Status:</b>       | Non-Exempt                               |
| <b>Core Competencies: Tier 2</b>  |                          |                           | <b>Pay Range: \$21.00 - \$30.00</b>      |
| <b>This position description was last approved by the Board of Health on:</b> |                          |                           | <b>09.2025</b>                           |

### Position Introduction:

While the job duties of this position cover the range of Public Health Nursing programs we offer, the primary program this nurse will be assigned to work in the Complex Medical Help (CMH) program. Performs comprehensive public health clinical nursing services. Assignments will include variety of programs including but not limited to reproductive health, infectious disease, prenatal, child health, lead, immunizations, CMH, and Project Dawn. Participates in community health fairs, off site clinics, and outreach events.

### Essential Duties and Responsibilities:

The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities.

- Maintain and manage caseload of clients
- Help identify children with special health care needs who may qualify for the program.
- Help families locate a CMH provider
- Help families fill out forms for CMH
- Make referrals to doctors, pharmacies, durable medical equipment providers and other services.
- Explain the CMH program, the letter of approval and CMH paperwork
- Help the family understand their child’s medical plan of treatment
- Helps families understand and work their medical insurance plan
- Help families find and use the services they need for their child
- Visit families and/or children in the home, school, health department, and other places agreed on by the family to perform annual assessment
- Attend CMH program updates

### Other Duties and Responsibilities could include:

- Perform comprehensive public health clinical nursing services.
- Assignments will include variety of programs including but not limited to reproductive health, infectious disease, prenatal, child health, lead, immunizations, CMH, naloxone, and COVID response.
- Provides health education to individuals and families and make referrals to other health and social service agencies.
- Responsible for clinic preparation and follow-up with individuals and families.
- Maintains clinical records and detailed documentation.
- Will travel to and from clinic locations as necessary.
- Performs communicable disease investigations and education.

- Assists the nursing administration in the planning and development of nursing programs according to needs of the community.
- Schedules appointments and assists front office staff when needed,
- Identifies and addresses the educational needs of the patient/family including but not limited to disease processes and treatment, health promotion/maintenance, injury/illness prevention and growth and development.
- Maintains confidentiality or work-related issues, client records and county information; complies with the confidentiality standards of the Privacy Act of 1974, (U.S.C. & 552A) as amended, and HIPPA policies and procedures.
- Complies quarterly and year end CMH reports, submit to Director of Nursing for Board of Health review
- Other duties as assigned by the Director of Nursing or Health Commissioner

#### **Minimum Qualifications:**

- Must possess a current Registered Nurse License issued by the Ohio Board of Nursing.
- 1-2 years' experience in public health preferred.
- Skills necessary in teaching, public speaking, public relations, writing and communication.
- Must be able to work collaboratively and cooperatively as a part of a multidisciplinary team
- Must have a current CPR certification.
- Must have access to reliable transportation/Valid Ohio Driver's License/Proof of auto insurance/insurable driving record.

#### **Key Competencies:**

Safe and quality nursing care, management of resources and environments, health education, legal responsibility, ethical/moral responsibility, personal and professional development, collaboration and teamwork, research, record management, communication, and quality improvement.

All Coshocton Public Health District (CPHD) employees are expected to ensure that Coshocton County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all CPHD employees are expected to meeting specified competencies in the follow areas:

- **Customer Focus:** Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- **Accountability:** Be accountable for knowing the scope of programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- **Continuous Quality Improvement:** Establish and maintain organizational capacity and resources to support CQI.
- **Occupational Health and Safety:** Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and county occupational safety regulations.
- **Emergency Preparedness:** Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- **Communication:** Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency.

#### **Work Environment:**

Work is performed in offices and clinic exam rooms in a health department facility requiring sedentary to light physical work, which may include walking, climbing, reaching and talking. Occasional off site clinic work. Potential for exposure to blood borne pathogens or infectious disease; thus, appropriate precautions must be taken.