



Coshocton Public Health District

LPN Position Description

Position Title:	Public Health Nurse (LPN)	Work Title:	Public Health Nurse
Division:	Maternal and Child Health Center, Adult Health, Communicable Disease	Status:	Classified
Reports to:	Director of Nursing	Employment Status:	Full-Time
Funding Source:	Adult Health/District Health	FLSA Status:	Non-Exempt
Core Competencies: Tier 1			Pay Range: \$19.00 - \$26.00
This position description was last approved by the Board of Health on:			04/19/2026

Position Summary: 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, and outbreak response. 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. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides health education to individuals and families and makes referrals to other health or 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.
- Ohio Buckles Buckeyes – Car Seat Installation Certified
- Maintains confidentiality of 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.

Other Duties and Responsibilities:

- Other duties as assigned by the Director of Nursing or Health Commissioner.

Minimum Qualifications: Must possess a current Licensed Practical Nurse license issued by the Ohio Board of Nursing. 1-2 years' experience in public health preferred. Must have a current CPR certification. Must possess and maintain a valid Ohio driver's license and an insurable driving record.

Competencies:

A copy of the description of the core competencies can be found here:

http://www.phf.org/resourcestools/Documents/Core_Competencies_for_Public_Health_Professionals_2021October.pdf

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.

Please follow this link to apply for the position: [BambooHR](#)

Approval: This position description was approved by the Board of Health on: April 2026

Revision History:

Date:	Description of Change:	Changed Recommended by: