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| **Job Title:** | ***Public Health MA/LPN/RN*** | **Job Category:** | *Clinical* |
| **Department/Group:** | *Clinic* | **Pay Classification:** | *Nonexempt* |
| **Level/Salary Range:** | *MA - $14.97-17.84*  *LPN - $18.14-21.07*  *RN - $22.64-25.59* | **Position Reports to:** | *Director of Nursing* |
| **Civil Service Classification:** | *Classified* | **Position Type:** | *Part-time to Full-time* |
| **Date Revised:** | *1/1/2019* |

**Role and Responsibilities**

Under general supervision, the Public Health MA/LPN/RN delivers patient care to clinic patients and works collaboratively with clinic physician in order to deliver such care to patients. Position is responsible appropriate documentation of patient records.

**Experience and Education Requirements**

Must be a valid medical assisting certification/license, registered licensed practical nurse or registered nurse in the State of Ohio and with a minimum of two (2) years’ health care experience. Previous experience in public clinic setting is preferred.

Valid Ohio driver’s license and acceptable driving record is required.

**Public Health Competencies and Essential Duties**

**Analytical/Assessment Skills**

1. Identified quantitative and qualitative data and information
2. Applies ethical principles in accessing, collecting, analyzing, using, maintaining and disseminating data and information
3. Describes factors affecting the health of the community
4. Uses information technology in accessing, collecting, analyzing, and using data and information
5. Contributes to the assessment of community health

**Policy Development and Program Planning**

1. Contributes to the community health improvement plan
2. Contributes to development of program goals and objectives
3. Contributes to the organizational strategic plan
4. Identifies current trends affecting the health of the community
5. Implements policies and programs
6. Applies strategies for continuous quality improvement

**Communication skills**

1. Communicates in writing and orally with linguistic and cultural proficiency
2. Suggest approaches for disseminating data and information to the public
3. Facilitates communication among individuals, groups and organizations

**Cultural Competency**

1. Describes the value of a diverse workforce
2. Addresses diversity of individuals and populations when implanting programs

**Community Dimensions of Practice Skills**

1. Suggests relationships that may improve the community health
2. Supports relationships that improve the community health

**Public Health Science Skills**

1. Describes laws, regulations, policies and procedures for ethical conduct of research

**Financial Planning and Management Skills**

1. Adheres to organizational policies and procedures
2. Operates within program budgets
3. Uses performance management system for program and individual improvements

**Leadership and System Thinking Skills**

1. Incorporates ethical standards of practice
2. Contributes to the vision for a healthy community
3. Participates in professional development opportunities

**Essential Duties**

1. Plans, implements and evaluates the objectives and requirements of the Ohio Department of Health grants
2. Completes monthly vaccine inventory for the Ohio Department of Health.
3. Administers immunizations/injections and monitors/controls the immunization supplies.
4. Prepares patients for examination.
5. Records vital signs and medical histories.
6. Assists physician/nurse practitioner with medical examinations.
7. Administers medications, treatments and executes regimes prescribed by physician.
8. Conducts routine screening and medical tests as prescribed by physicians or protocol.
9. Completes lab and lab referral forms.
10. Prepares and maintains client and/or clinic records.
11. Consults with clients to instruct and educate in a variety of health care matters.
12. Monitors patient laboratory procedure logs.
13. Makes appropriate agency and/or physician referral.
14. Administers emergency treatment as needed.
15. Maintains clinic equipment, facilitates repairs of equipment, and coordinates ordering of medical supplies as needed.
16. Provides patient education.
17. Prepares and maintains records and reports.
18. Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training.
19. Attends staff meetings and serves on temporary committees, as requested and is required to be punctual at such meetings.
20. Performs additional duties and assignments, as requested
21. Regular, punctual attendance

**Behavior Expectations**

Treats others with courtesy and respect in all interactions.

**Working Conditions**

Answers telephone calls and routinely uses standard office equipment such as computers, telephones, copier and fax machines, etc. Individual bends, reaches, pushes, and pulls file drawers to file information.

Vision abilities required are up close vision and the ability to adjust and focus.

Must be to lift and/or move up to 10 pounds, and frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

**Additional Notes**

Position is subject to a 180 probationary period as outlined in the TCHD policy manual.

Reviewed and Signed By:

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| **Employee Signature:** |  | **Date:** |  |
| **Supervisor Signature:** |  | **Date:** |  |
| **Health Commissioner Signature:** |  | **Date:** |  |