



# ALLEN COUNTY PUBLIC HEALTH

[www.allencountypublichealth.org](http://www.allencountypublichealth.org)

Allen County Combined Health District

## **Position Available Assistant Director of Nursing**

Full time

37.5 hours/week

**Service Area:** Nursing Services

**Reports to:** Director of Nursing

**Salary:** Pay Range 27 (\$23.72/hour)

Under direction of the Director of Nursing, the Assistant Director of Nursing performs a variety of clinical and administrative duties related to clinical staff management, patient care assessment, patient education, quality assessment and direct patient care. Manages daily function of the assigned programs, including financial planning, patient/provider interfaces. Helps support general public health nursing practice and related policies and activities, including infectious diseases, personal health services, and community health. Ensures services are operated in compliance with applicable program standards, grant requirements, state laws and rules, and Board of Health adopted policies and regulations.

### **Sample Job Responsibilities:**

- Assists the Director of Nursing to coordinate and manage public health nursing activities, e.g. grant writing, assuring grant deliverables are met and reports are submitted in a complete and timely manner in order to secure reimbursement. Assists with preparing, reviewing, and transmitting claims using billing software.
- Plans for, directs, and evaluates assigned programs to ensure quality and compliance
- Supports the public health nursing activities of the agency and serves as a public health resource person to promote the health of the community
- Monitors criteria and standards to ensure efficient and effective program service delivery; assumes responsibility for achieving program goals
- Supervises assigned personnel within the Nursing Services Area to ensure proper training, service delivery, compliance and quality performance
- Assists with communicable disease reports and investigations to ensure timely reporting and follow-up
- Participates in the planning and implementation of emergency preparedness activities

### **Qualifications:**

Possession of a Bachelor's degree in nursing and five (5) years of experience in a clinic/nursing leadership role in public health or related field preferred. Supervisory, program/grant management, and billing experience preferred. An equivalent combination of education, training and experience may be considered. Possess & maintain a valid & unrestricted State of Ohio license as a Registered Nurse. Valid Ohio driver's license with an acceptable driving record and proof of auto liability insurance coverage required.

### **Working Conditions:**

Occasional overtime, evening or weekend hours may be required.

### **Benefits:**

Paid holidays, vacation, and sick time. Public Employee Retirement System

Applicants interested in the position may submit a cover letter and resume to: Human Resources, Allen County Public Health, PO Box 1503, Lima, OH 45802

Deadline for applications is 10/1/2020 or until filled.

Posted: 9/17/2020

Allen County Public Health is an Equal Opportunity Employer



219 E. Market Street, P.O. Box 1503, Lima, Ohio 45802-1503 | Phone: 419-228-4457 | Fax: 419-224-4161

An Equal Opportunity Employer and Provider of Services Serving All Allen County including the Cities of Lima & Delphos