



Ashtabula County Health Department Competency-Based Job Description

GENERAL INFORMATION:

Position Title	Director of Public Health Nursing
Working Job Title (If Different)	
Division	Nursing
Date Job Description Created	05/19/2017
Revision Dates of Job Description	01/14/2026
Employment Status	Full time
Union Classification	N/A

REPORTING STRUCTURE:

Title of Immediate Supervisor:	Health Commissioner
Titles of any others this position reports to:	Deputy Health Commissioner
Titles of those who directly report to this position:	Nurse Supervisor, Public Health Nurse, Health Educator, Nursing Clerk

POSITION DESCRIPTION:

This position will serve as the lead member of the Nursing Team to address departmental priorities and develop and strengthen neighborhood connections with the most vulnerable populations. Provide professional public health nursing services to the community and provide nursing surge capacity in an emergency.

ESSENTIAL FUNCTIONS

- Provide immunizations, health screenings in the community
- Provide patient and community education, including participating in communicable diseases activities.
- Collaborate with emergency response planning and training
- Collaborate with epidemiology and disease investigation processes
- Collaborate with reaccreditation, strategic planning, and quality improvement initiatives
- Lead the county's Child Fatality Review board
- Participate in community meetings as needed – including, but not limited to ACPHAT, ACFCFC, RAM Planning, Healthy Ashtabula County

Ashtabula County Health Department

- Oversight of and assisting staff with grant applications and implementation, as well as fiscal awareness of the division as a whole
- Other nursing duties as needed within the organization

OTHER DUTIES & RESPONSIBILITIES:

- Performs other duties as assigned by Health Commissioner
- Directs and oversees the performance of Public Health Nurses, Nursing Clerks and Health Educator within the department
- Participates in emergency preparedness exercises, activities, and trainings (including completion of ICS 100, 200, 700, and 800 within 6 months of hire)
- Obtain American Heart Association BLS Certification within 6 months of hire
- Reports for duty following the activation of a public health emergency response plan
- Maintain availability via work phone for after-hours disease and emergency reporting

REQUIRED QUALIFICATIONS:

- Current RN licensure in the state of Ohio
- 5+ years' experience in nursing services
- 3-5 years' experience in supervision of staff
- 1-3 years' experience in public health

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Nursing, Public Health, Healthcare Administration, or other related field of study
- Master's Degree in Nursing

COMPETENCIES/KNOWLEDGE-SKILLS-ABILITIES (KSA's):

Public Health Tier: 3 - Senior Management/Executive Level

A. Organizational Competencies

1. Facilitates communication among individuals, groups, and organizations
2. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
3. Is knowledgeable of and can inform the public about policies, programs, and resources that improve health in a community
4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information to improve policies, programs, and services
5. Applies strategies for continuous quality improvement
6. Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline)
7. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)
8. Incorporates ethical standards of public health practice into all interactions with individuals, organizations, and communities

9. Adheres to the organization's policies and procedures, including emergency preparedness and response
10. Contributes to assessments of community health status and factors influencing health in a community (e.g., quality, availability, accessibility, and use of health services)
11. Contributes to state/Tribal/community health improvement planning (e.g., providing data to supplement community health assessments, communicating observations from work in the field)
12. Contributes to development of organizational strategic plan (e.g., includes measurable objectives and targets; incorporates community health improvement plan, workforce development plan, quality improvement plan, and other plans)
13. Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting *Healthy People* objectives, sustaining accreditation)
14. Participates in professional development opportunities

B. Job Specific Competencies

The below competencies are specific to the position. A description of each competency can be found at:

http://www.phf.org/programs/corecompetencies/Pages/Core_Public_Health_Competencies_Tools.aspx

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4, 1A5, 1A7, 1A8, 1A9, 1A10, 1A11, 1A12)
- Policy Development/Program Planning Skills (2A1, 2A7, 2A10, 2A15, 2A16)
- Communication Skills (3B1, 3B2, 3B3, 3A4, 3B5, 3B6)
- Cultural Competency Skills (4B1, 4B2, 4A3, 4A5, 4A6)
- Community Dimensions of Practice Skills (5B1, 5B2, 5B3, 5B4, 5A5, 5A6, 5B7, 5A8, 5A9, 5A10)
- Public Health Sciences Skills (6B1, 6A2, 6A3, 6B4, 6B6, 6B7, 6A8, 6B9)
- Financial Planning and Management Skills (7A2, 7A3, 7B8, 7B9, 7A10)
- Leadership and Systems Thinking Skills (8A1, 8B2, 8B3, 8B4, 8B5, 8A6, 8A7)

Additional Knowledge, Skills, & Abilities:

- Maintain proficiency in grant specific competencies when working under a grant (i.e. Child and Family Health Services Grant, Public Health Emergency Preparedness Grant, Immunization Action Plan Grant, etc.)

List professional competency(ies): MSN.

In addition employee will adhere to:

- American Nurses Association Code of Ethics
- Standards of Public Health Nursing Practice Scope and Standards of Public Health Nursing Practice from the American Nurses Association, 2007.
- Standard 1. The public health nurse collects comprehensive data pertinent to the health status of the population.
- Standard 2. Population Diagnosis and Priorities: The health nurse analyses the assessment data to determine the population diagnoses and priorities.
- Standard 3. Outcomes Identification: The public health nurse identifies expected outcomes for a plan that is based on population diagnoses and priorities.
- Standard 4. Planning: The public health nurse develops a plan that reflects best practices by identifying strategies, action plans and alternatives to attain expected outcomes.

Ashtabula County Health Department

- Standard 5. Implementation: The public health nurse implements the identified plan by partnering with others.
- Standard 5A. Coordination: The public health nurse coordinates programs, services, and other activities to implement the identified plan.
- Standard 5B. Health Education and Health Promotion: The public health nurse employs multiple strategies to promote health, prevent disease, and ensure a safe environment for populations.
- Standard 5C. Consultation: The public health nurse provides consultation to various community groups and officials to facilitate the implementation of programs and services.
- Standard 5D. Regulatory Activities: The public health nurse identifies, interprets, and implements public health laws, regulations, and policies.
- Standard 6. Evaluation: The public health nurse evaluates the health status of the population.

PHYSICAL WORK ENVIRONMENT:

- Physical Activity: Standing, walking, pushing, pulling, lifting.
- Physical Requirements: Sedentary work, light work
- Visual Activity: Close to the eyes, at or within arm's reach
- Other Job Activities: Lifting up to 25 pounds occasionally, and/or up to 15 pounds of force frequently, and/or very minimum amount of force constantly to move objects. Employee works both inside and outside. Employees move around and stand on foot for long periods of time in order to accomplish job requirements. Employee must be able to see close to their eyes for medical purposes and practical purposes, such as reading on a computer monitor. Employee will be in contact with patients and blood-borne pathogens.

APPROVALS:

This Job Description/Expectations was adopted by the Ashtabula County Board of Health on June 14th, 2017.

Health Commissioner: _____ Date: _____

My signature below signifies that I have reviewed the contents of my Job Description/Expectations and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____
(Employee)