



Public Health
Prevent. Promote. Protect.

**Washington County
Health Department**

CLASSIFICATION TITLE: Public Health Nurse I
WORKING TITLE: CMH Nurse
DIVISION: Public Health Nursing
REPORTS TO: Director of Public Health Nursing (DON)
EMPLOYMENT STATUS: Part-Time
CAREER TIER: Tier 2 - Program Management
FLSA STATUS: Non-Exempt

POSITION SUMMARY:

The Children with Medical Handicaps (CMH) Nurse administers the Children with Medical Handicaps program and assists with the immunization program, specialty health clinics, and communicable disease investigations as requested.

ESSENTIAL DUTIES:

- Provides case management services for all CMH clients and families
- Processes CMH referrals from all providers and agencies
- Processes CMH billing for services in a timely manner
- Ensures public health nursing documentation, records and reports are maintained and protected
- Communicates with government, community, industrial, academic and private organizations to support and promote public health nursing programs
- Participates in local, regional, state or federal meetings, conference calls, webinars, trainings and conferences relating to the CMH program as required by position or as directed by supervisors
- Assists with childhood, adult and international travel immunizations, as requested by DON
- Assists with investigations of communicable diseases within the local health jurisdiction, as requested by DON

QUALIFICATIONS:

Two years experience as a Registered Nurse. Must possess current licensure as a Registered Nurse in the State of Ohio.

OTHER REQUIREMENTS:

Achieves defined annual goals. Participates in General Health District's emergency preparedness drills and responses to actual emergencies, as required. Completes other duties and trainings as required by the Health Commissioner, Administrator and Board of Health.

WORK ENVIRONMENT:

Job duties include office work and field work. In-state travel is required and out-of-state travel may be required. Employee must have a valid Ohio driver's license and access to a personal vehicle.

APPLY:

Submit resumes in person, by e-mail vbetkoski@wccgov.org and rwittberg@wccgov.org, by mail, or by fax to the following:

Valerie Betkoski and Dr. Richard Wittberg
Washington County Health Department
342 Muskingum Drive
Marietta, OH 45750
Fax (740) 376-5810
Telephone (740) 374-2782

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