



**Public Health**  
Prevent. Promote. Protect.

**Butler County**  
General Health District

<b>Job Title:</b>	Director of Nursing, Public Health
<b>Responsible to:</b>	Health Commissioner
<b>Public Health Core Competency Level:</b>	Level 2-3, Senior Administrative Position
<b>Positions Supervised:</b>	Nursing staff, Epidemiology staff
<b>Work Hours:</b>	Full Time, overtime exempt, 35 hours/week, usual Hours 8-4, M-F, occasional evenings/weekends

**Essential Functions:** Join an energetic, supportive team of professionals working on solutions to emerging public health issues. Under general direction of the Health Commissioner, the Director of Nursing directs the activities of the nursing and epidemiology department as follows: plans and evaluates nursing and epidemiology services, recommends and evaluates policies, serves as a leader and partner on inter-departmental and multi-jurisdictional teams and committees, provides assurance of quality programs consistent with professional standards and goals, utilizes and recommends evidence-based practices.

**Minimum Qualifications:**

- BSN and relevant work experience
- Currently licensed in the state of Ohio
- Minimum 3 years work experience involving public health, or health program development, or administration
- Minimum 3 years supervisory experience
- Equivalent combination of education and experience determined to be acceptable

**Preferred Qualifications:**

- MPH/MS/MSN preferred
- Grants experience preferred
- Work or educational experience in public health preferred
- Work experience or knowledge of vaccinations, communicable diseases, chronic disease prevention, or public health preparedness a plus

**Position Specific Responsibilities:**

- Oversees and directs all programs of the Nursing and Infectious Disease Epidemiology Department including but not limited to vaccination clinics, tuberculosis clinics, communicable diseases, and other programs

**Required Knowledge, Skills and Abilities**

- Ability to coordinate numerous demands simultaneously to successful completion
- Proficiency with computers including Microsoft Office (Word, Excel, Powerpoint)
- Excellent writing, communication, interpersonal, and public relations skills
- Ability to provide leadership to a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds
- Ability to maintain confidentiality
- Ability to be self-motivated to plan, organize and complete work accurately and on time with little direct supervision
- Exceptional attention to detail
- Demonstrates sound administrative decision-making, with honesty and integrity; follows ethical principle of public health practice
- Ability to perform under pressure

**Primary Duties include (general summary and not all-inclusive):**

- To ensure agency mission, vision and programmatic success, oversees the applicable program for the Health District
- Functions as a technical expert for the Health Commissioner, federal, state, county, municipal, industrial officials, consultants, staff and the public
- Responsible to the Health Commissioner for recommendations, development of policies, procedures and administrative rules necessary for the efficient operation of health programs and services
- Directs and manages the staffing, planning and evaluation activities for programs and services in accordance with established policies and procedures, and with all applicable statues, and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Agriculture, Ohio Department of Health, and others
- Represents the District at community meetings and creates networking alliances
- Educates and informs the community about healthy environmental practices
- Provides technical information and support to agencies and the community during public health emergencies
- Oversees grant-funded programs (preparation of grant applications, grant related reports and work plans, and tracking of deliverables)
- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed and required
- Participates in required trainings (in person, webinars, online, etc.), often involving local and state travel

- Ensures that all surveys are completed successfully and all deliverables are met
- Mentors staff, assesses professional training needs, and assists with the enhancement of workforce development, oversees temp staff as needed
- Displays strong managerial, communication, and analytical skills, as well as the ability to work in both a team and independently
- Contributes to cost methodology or budgeting as appropriate
- Responsible for responding to emergency calls, including 24 hour on call coverage
- Serves on and provides leadership to department-wide committees and teams as needed (Accreditation Committee, Leadership Team, etc.)
- Attends monthly Board of Health and yearly District Advisory Committee meetings.
- Other duties as assigned

**Other:**

- Serves a probationary period of 120 days
- Must be able to respond to public health emergencies or exercises 24/7, except while on scheduled vacation or other leave
- May be required to play an active leadership role in the event of a public health emergency, which may include changes in responsibilities and working hours
- Evening and weekend work may be required during public health events, investigations or emergencies
- Other duties as assigned
- Position may be subject to background check
- Valid OHIO Driver's license in good standing, and insurable by the Board of Health's Policy
- Complete required FEMA classes within 6 months of hire
- **Public Health Core Competencies Level Two position (See Attachment A)**

Is this position EXEMPT or NON-EXEMPT from compensatory time?	EXEMPT
Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position?	YES
Does this position require advanced TECHNICAL skills?	YES
Is this position FULL TIME or PART TIME?	FULL
Is this a 100% GRANT FUNDED position?	NO

Submit resume and cover letter to [BOH@butlercountyohio.org](mailto:BOH@butlercountyohio.org) Position open until filled.

**An Equal Opportunity Employer**

## Appendix A

### Public Health Core Competencies, Level Two Position

#### Requires the following:

##### Analytical/Assessment Skills

1. Applies ethical principles concerning data and information
2. Uses information technology concerning data and information
3. Makes evidence-based decisions (e.g., determines research agendas, using recommendations from The Guide to Community Preventive Services, HP 2020 and other sources in planning population health services)
4. Advocates for the use of evidence in decision making that affects the health of a community (e.g., helps policy makers understand community health needs, demonstrates the impact of programs)

##### Policy Development/Program Planning Skills

1. Develops program goals and objectives
2. Monitors current and projected trends representing the health of a community (e.g., health, fiscal, social, political, environmental)
3. Examines the feasibility and implications of policies, programs, and services (e.g., fiscal, social, political, legal, geographic)
4. Recommends policies, programs, and services for implementation

##### Communication Skills

1. Communicates in writing and orally using proper grammar and punctuation taking health literacy level of the intended reader into consideration
2. Conveys data and information to professionals and the public using a variety of approaches (e.g., websites, social media, written reports, presentations, email, letters, fliers, etc)
3. Facilitates communication among individuals, groups, and agencies
4. Communicates information to influence behavior and improve health (e.g., use social marketing methods, consider behavioral theories such as the Health Belief Model or Stages of Change Model)
5. Solicits input from individuals and organizations for improving the health of a community (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served)

##### Cultural Competency Skills

1. Describes the ways diversity influences policies, programs, services, and the health of a community
2. Describes the diversity of individuals and populations in the entire community
3. Supports diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
4. Ensures the diversity of individuals and populations is addressed in policies, programs, and services that affect the health of a community
5. Assesses the effects of policies, programs, and services on different populations in a community (e.g., customer satisfaction surveys, use of services by the target population)

##### Community Practice Skills

1. Suggests and establish relationships that may be needed to improve health in a community (e.g., partnerships with organizations serving the same population, academic institutions, policy

makers, customers/clients, and others)

2. Facilitates collaborations among partners to improve health in a community (e.g., coalition building)
3. Engages community members to improve health in a community (e.g., input in developing and implementing community health assessments and improvement plans, feedback about programs and services)
4. Uses community input for developing, implementing, evaluating, and improving policies, programs, and services

#### Public Health Sciences Skills

1. Applies public health in the delivery of the 10 Essential Public Health Services sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics)
2. Applies public health sciences in the administration and management of programs
3. Retrieves and use evidence from print and electronic sources to support decision making, in developing, implementing, evaluating, and improving policies, programs, and services (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report)

#### Financial Planning and Management Skills

1. Manages programs within current and projected budgets and staffing levels (e.g., sustaining a program when funding and staff are cut, recruiting and retaining staff)
2. Establishes teams for the purpose of achieving program and organizational goals (e.g., considering the value of different disciplines, sectors, skills, experiences, and perspectives; determining scope of work and timeline)
3. Motivates personnel for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view)
4. Uses evaluation results to improve program and organizational performance

#### Leadership and Systems Thinking Skills

1. Explains and participates in ways public health, health care, and other organizations can work together or individually to impact the health of a community
2. Provides opportunities for professional development for individuals and teams, and participate in all professional development offered for yourself (e.g., training, mentoring, peer advising, coaching)
3. Contributes to continuous improvement of individual, program, and organizational performance (e.g., mentoring, monitoring progress, adjusting programs to achieve better results)
4. Maintains the highest ethical standards of practice in all interactions with co-workers, community individuals, organizations, and agencies