



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

**Butler County**  
General Health District

<b>Job Title:</b>	Infection Control Preventionist/Educator LPN
<b>Responsible to:</b>	Director of Nursing
<b>Public Health Core Competency Level:</b>	Level 1
<b>Positions Supervised:</b>	None
<b>Salary:</b>	\$19.25/hr-\$22.00/hr
<b>Work Hours:</b>	Full time (35 hour), usual hours 8-4, M-F, Evenings/weekends may be required.
<b>Grant-Funded:</b>	This position is 100% funded by the COVID-19 Enhanced Operations Grant

**Essential Functions:** Public health nursing is a specialty practice within nursing and public health. It focuses on improving population health by emphasizing prevention and the social determinants. It includes advocacy, policy development, and health planning, and addresses issues of social justice and health equity. (American Public Health Association, 2013)

**Minimum Qualifications:**

- LPN or higher and an active Ohio RN/LPN License
- Minimum 1+ year experience in a hospital setting/wound care
- BLS certification required
- Proven proficiency with computers including Microsoft Office (Word, Excel) is required
- Ability to learn new software applications (ODRS, OCTS) related to COVID-19 database for confirmed/probable cases, as well as contact tracing, and case investigation
- Excellent writing, communication, interpersonal, and public relations skills
- Ability to work with a diverse team in a multi-disciplinary setting
- Ability to establish effective working relationships with persons of varied backgrounds both lay and professional
- Ability to manage multiple tasks simultaneously
- Ability to maintain confidentiality
- Self-motivated to plan, organize, complete work accurately with little direction
- Ability to present effective facts and make recommendations both orally and in writing
- Any equivalent combination of education and experience determined to be acceptable

**Preferred Qualifications:**

- Work or educational experience in public health preferred
- Work experience or knowledge of COVID-19 (coronavirus) and other communicable diseases, and/or public health preparedness a plus
- Bi-lingual (English and Spanish/other language)
- Infection prevention/control experience
- Wound Care experience

**Position Specific Responsibilities:**

- Performs professional public health nursing services focusing on prevention for COVID-19, influenza, other communicable diseases and other duties as assigned
- Collaborates with vulnerable populations and community partners to ensure optimal health, especially as it relates to COVID-19 outbreaks in long-term care facilities, food plants, and other areas
- Utilizes data on community health needs related to COVID-19, influenza, and other communicable diseases to provide health education, promote optimal health and mitigate disease spread
- Investigates COVID-19 in diverse settings and makes recommendations for control
- Presents health education and transmission risks related to COVID-19
- Instructs in prevention and care of COVID-19, interviews clients to obtain health histories and/or health co-morbidities, obtains laboratory data
- Seeks out and attends COVID-19 training sessions and/or continuing education classes as needed
- Performs other nursing activities related to COVID-19 as assigned to assist in the efficient running of the nursing department
- Educates and implements infection control practices and guidelines set forth by the CDC
- Coordinates clinical and non-clinical in-services and education programs regarding infectious diseases and prevention within Butler County such as long term care facilities, daycares, and schools

**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 work with 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
- Conducts self with honesty and integrity; follows ethical principles of public health practice, follows the rules and laws applicable to public health nursing
- Ability to perform under pressure

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

- Ensures agency mission, vision and programmatic success
- Functions as a technical expert for the Nursing Director
- Responsible to the Nursing Director for following rules, policies and guidelines necessary for the efficient operation of health programs and services as needed
- Works in accordance with all established policies, procedures, applicable statutes and regulations of the Ohio Revised and Administrative Codes, as well as Ohio Department of Health, Ohio Department of Agriculture, and others as required
- Educates and informs the community about health related topics as needed
- Participates in Public Health Accreditation activities as needed and required
- Embraces and proposes Quality Improvement activities as needed
- Participates in required trainings (in person, webinars, online, etc.), often involving local and state travel
- Ensures that all grant deliverables are completed successfully and on time
- Follows and adheres to cost methodology or budgeting as appropriate

**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 2 months of hire
- **Public Health Core Competencies Level ONE position (See Attachment A)**

Is this position EXEMPT or NON-EXEMPT from compensatory time?	NON-EXEMPT
Is this an EXECUTIVE, PROFESSIONAL LEADERSHIP position?	NO
Does this position require advanced TECHNICAL skills?	YES
Is this position FULL TIME or PART TIME?	FULL – 1 YEAR or longer
Is this a 100% GRANT FUNDED position?	YES

Please send resume with cover letter explaining your interest in this position or special qualifications to: [BOH@butlercountyohio.org](mailto:BOH@butlercountyohio.org). Position is posted on our website: [www.butlercountyohio.org/health](http://www.butlercountyohio.org/health) Position will remain open until filled.

**An Equal Opportunity Employer**

## **Appendix A.**

This is a Tier ONE position

### **TIER ONE CORE COMPETENCIES FOR PUBLIC HEALTH**

#### **Analytical/Assessment Skills**

1. Be ethical at all times
2. Use the best information technology for data and information

#### **Policy Development/Program Planning Skills**

1. Contribute to and help implement programs, policies, and services
2. Gather information about programs, policies, and services

#### **Communication Skills**

1. Communicate in writing and orally using proper grammar and punctuation at the reading level and language of the customer
2. Provide 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.)

#### **Cultural Competency Skills**

1. Describe the ways diversity may influence policies, programs, services, and the health of a community
2. Recognize and appreciate the contribution of diverse/different perspectives in planning programs and delivering services that affect the health of a community

#### **Community Practice Skills**

1. Describe programs and services provided by various organizations to improve the health of a community
2. Help to develop relationships that improve health in a community

#### **Public Health Sciences Skills**

1. Understand basic public health concepts

#### **Financial Planning and Management Skills**

1. Follow organizational policies and procedures
2. Be a team player to assist in achieving goals (e.g., participate in teams, encourage sharing of ideas, respect different points of view)

#### **Leadership and Systems Thinking Skills**

1. Maintain the highest ethical standards in all interactions with co-workers, customers, community, organizations, and agencies
2. Describe the ways public health, health care, and other organizations can work together or individually to impact the health of a community
3. Participate in all professional development opportunities offered to you to improve your work related skill and abilities.