

# CUYAHOGA COUNTY

---

# BOARD OF HEALTH

YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

**Position:** Public Health Nurse Program Manager

**Reports to:** Public Health Nurse Supervisor

**Position to be filled:** September 26, 2022

**Hours:** Mon. – Fri., 8:30 a.m. to 4:30 p.m.

**Starting Salary:** \$53,968 annually

**Flexible Work Arrangements:** Alternate work schedule or changes in work schedule available after initial training period with approval. Core work hours of 10am to 2pm required of all staff. Remote work from home available up to two days per week with approval after the completion of a minimum of 60 days of employment.

**Vaccine Policy:** Effective November 1, 2021 all new hires will need to meet COVID and Influenza vaccine requirements or request an exemption as outlined in the CCBH Vaccination Policy.

### **Minimum Requirements:**

- Bachelor's degree required.
- Valid state of Ohio Registered Nurse license; current CPR certification.
- Minimum of three years of public health nursing experience or related experience.
- Valid driver's license and insurance at time of appointment.
- Knowledge of HIPAA regulations and ability to preserve confidentiality of protected health information and program records.
- Strong customer service, verbal and written communication skills, and effective presentation skills.
- Good interpersonal relationship skills including cultural sensitivity & competence.
- Proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment.
- Proficiency with use of databases; proficiency with querying and reporting data.
- Mathematical aptitude necessary to assist in developing program budgets and monitoring expenditures.

### **Responsibilities:**

- Serve as a team leader in the Children with Medical Handicaps (CMH) and Newborn Home Visiting (NBHV) program areas.
- As team leader, researches and assists in developing and implementing new and existing programs.
- Assists with training/orienting new staff. Provides technical assistance and/or training to staff related to program functions.
- Assists with budget development and monitoring, including periodic reallocation of funding to ensure appropriate expenditure of program funds.
- Manages the medication and/or supply inventory of clinic or program according to established procedures.
- Participates in quality assurance and improvement activities to foster a culture of quality improvement within the assigned service area.
- Coordinates, facilitates, and provides community education and outreach initiatives.
- Assists with the establishment and maintenance of internal and external relationships and leverages relationships to maximize program and training effectiveness.
- Participates in local and state-wide meetings to stay abreast of changes in public health trends and regulations that may impact assigned program(s).
- May represent CCBH as a participant at coalition and/or subcommittee meetings.
- Develops and extracts reports from databases (i.e., Enterprise, etc.) for delivery to internal and external customers.
- Participates in public health emergency activities as needed.
- Performs other duties as assigned.

Please complete the online application on our website, [www.ccbh.net/jobs](http://www.ccbh.net/jobs)  
Please upload your resume with your application.

**Deadline to Apply: POSTED UNTIL FILLED**

***Bilingual Applicants Welcome***

*Employees hired for a position that is funded in whole or in part by a designated funding source may be laid off when the funding source is reduced or eliminated.*

THIS AGENCY IS AN EQUAL PROVIDER OF SERVICES AND AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER CIVIL RIGHTS ACT 1964

THIS EMPLOYER PARTICIPATES IN E-VERIFY

All employees hired for a position must be legally authorized to work in the United States without requiring sponsorship for employment visa status now or in the future.

POSTED: 06-24-2022