

Williams County Health Department



Intermittent Public Health Nurse Job Posting

Posting Date: May 21, 2025

The Williams County Health Department is seeking applicants for an Intermittent Public Health Nurse to assist with vaccination clinics. This position offers flexible working hours based on the needs of the health department.

Hours: In this position, the employee is required to work less than 1,000 hours per year. Hours are flexible each week. This position is designed to assist with surges in work demand when it exceeds the capacity of the full-time staff.

Salary: Commensurate with experience. The Williams County Health Department offers enrollment in the Ohio Public Employees Retirement System. This unclassified position does not include health insurance benefits or paid time off.

Essential Functions of the Position:

- Independently practice within a broad scope of nursing.
- Administers vaccinations to individuals of all ages in accordance with public health guidelines and immunization schedules.
- Serves as a public health resource to the community.
- Conduct surveillance, case investigation, and follow-up of reportable infectious diseases in accordance with ODH and CDC guidelines.
- Provide education, implement control measures, and collaborate with healthcare providers, laboratories, and the public to prevent and contain disease spread.
- Maintain accurate documentation in state reporting systems.
- Support outbreak response and immunization efforts.
- Deliver various complex public health nutritional services under the WIC program.
- Interview and assess clients to determine program eligibility and treatment needs.
- Review client anthropometric, health, and dietary history; identify client risk factors.
- Document all client data and services performed in accordance with applicable policies and procedures.
- Develop individualized care plans with participants to meet client needs.
- Counsel clients on relevant nutritional issues and assist in food package selection.

- Set attainable goals to improve participant health and nutrition.
- Disseminate program materials and respond to participant questions or concerns.
- Refer clients to other public health or social service agencies or specialists when needed.
- Document all client data and services in line with policies and procedures.
- Prepare reports and maintain records of program activities and client services.
- Update records for accuracy and completeness.
- Ensure all documentation complies with privacy laws and regulatory requirements.

Minimum Experience/Qualifications:

- Qualified applicants must have a valid nursing license issued by the Ohio Board of Nursing
- BSN preferred
- Prior experience in public health preferred
- Must have a valid driver's license and have reliable transportation
- Must be able to provide proof of automobile insurance
- CPR certified or may be obtained after hire
- Must successfully pass a background check
- Must have ability to use computer applications, electronic medical records, and be proficient in MS Office products
- Must have willingness to learn new skills, be adaptable/flexible
- Must have excellent customer service skills, verbal and written communication skills
- Must have excellent interpersonal relationship skills including cultural sensitivity

The Williams County Health Department is an equal opportunity employer. Only non-tobacco, non-nicotine candidates will be considered.

Send cover letter and resume by mail or email. Please specify your interest in the intermittent position.

Williams County Health Department
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 Director of Nursing
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The notice is being posted until the position is filled.