



Hancock Public Health

Your Recognized Leader in Population Health

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CERTIFIED NURSE PRACTITIONER – Mobile Health Clinic Coordinator

Hancock Public Health

Section: Mobile Health Clinic Outreach Services

Type: Full-time (30-35 hours/week), Contracted Salary, FLSA Exempt.

Yearly Pay Range: \$91,000-\$115,133 (or \$50.00/hour – 63.26/hour)

Application Deadline: Monday June 2nd, 2022 [Probationary Period: 90 days]

General Statement of Duties:

The Mobile Health Clinic Coordinator (CNP) under general supervision plans, organizes, and implements the department's mobile health services and outreach activities. Within his/her scope of practice, the CNP will closely work under the guidance of the Medical Director. For planning, administration, and coordination of health services, the successful candidate will report directly to the Health Commissioner, and work in tandem with the Director of Nursing and her team. The essential duties of the position include:

- Perform well checks, physicals, and preventive screenings while providing support and care for at-risk patients
- Establish and maintain patient medical records and other necessary records.
- Identifies presenting problems, related problems, and abnormal findings.
- Orders and performs diagnostic tests and procedures, within scope of practice.
- Prescribes appropriate pharmacologic and non-pharmacologic treatment modalities.
- Utilizes evidence-based practice and client-centered care.
- Provides appropriate health guidance for patient and family/ partners to manage and prevent illness and injury.
- Follows HIPAA and agency privacy guidelines regarding health maintenance and promotion by identifying health risk factors.
- Performs comprehensive physical assessments including biological, social, and psychological needs. Refers patients for additional medical, psychological, or social services as needed.
- Informs collaborating physician of patient problems or adverse effects of care and other concerns.
- Assists and provides guidance to nursing personnel and other health care professionals in the development and implementation of the care plans.
- Establishes positive relationships with local medical community and attends local medical society functions.
- Ability to work some holidays, weekends, and after hours, to accommodate Community events and outreach schedule.
- Participates in Health Department disaster preparedness activities and may be required to report for work during emergencies
- Assists and provides guidance and premier learning opportunities to college students in health care and related professions.

Minimum Qualifications:

- Current and active licensure as a Nurse Practitioner to practice in the State of Ohio.
- Excellent communication skills and ability to foster partnerships
- Nurse Practitioner Board certified by AANP, ANCC, or AACN in Family Practice or Women's Health

Preferred Qualifications:

- Experience with treatment of Communicable Diseases and STI's.

Benefits:

Hancock Public Health offers vacation; holidays; personal leave; sick leave; medical, vision, dental, and life insurance; Ohio Public Employees Retirement System (OPERS); and Ohio Deferred Compensation. Flexible schedule to achieve a work-life balance benefiting the population we proudly serve as well as our associates.

Contact Information:

Well qualified and interested Candidates, please submit Resume or CV to:

Karim Baroudi, MPH, REHS – Health Commissioner

Kbaroudi@hancockph.com



Hancock Public Health

Your Leader in Population Health

An Equal Opportunity Employer and Provider Serving All of Hancock County and the City of Findlay



Job Title	Mobile Health Clinic Coordinator – Certified Nurse Practitioner	County	Hancock
Division	Mobile Health Clinic Services	Hourly Salary	\$50.00 - \$63.26 per hour
Supervisor	Office of the Health Commissioner/Medical Director	Position Type	Full-time, Exempt Contracted for 30-35 hrs./week

Position Summary:

This position must embody the core principles of competency, reliability, and integrity. The Mobile Health Clinic Coordinator (CNP) under general supervision plans, organizes, and implements the department's mobile health services and outreach activities. Within his/her scope of practice, the CNP will closely work under the guidance of the Medical Director. For planning, administration, and coordination of health services, the successful candidate will report directly to the Health Commissioner, and work in tandem with the Director of Nursing and her team.

Essential Duties & Responsibilities:

1	Perform well checks, physicals, and preventive screenings while providing support and care for at-risk patients
2	Establish and maintain patient medical records and other necessary records.
3	Obtains complete medical, family, and social histories and symptoms, then records findings in a timely manner.
4	Performs comprehensive physical assessments including biological, social, and psychological needs.
5	Identifies presenting problems, related problems, and abnormal findings.
6	Orders and performs diagnostic tests and procedures, with in scope of practice.
7	Prescribes appropriate pharmacologic and non-pharmacologic treatment modalities.
8	Utilizes evidence- based practice and client-centered care.
9	Provides appropriate health guidance for patient and family/ partners to manage and prevent illness and injury.
10	Confers with agency personnel to identify trends and key group interests and public health concerns.
11	Demonstrates legal knowledge with duties and responsibilities of the position.
12	Follows HIPAA and agency privacy guidelines regarding health maintenance and promotion by identifying health risk factors.
13	Performs comprehensive physical assessments including biological, social, and psychological needs. Refers patients for additional medical, psychological, or social services as needed.
14	Informs collaborating physician of patient problems or adverse effects of care and other concerns.
15	Assists and provides guidance to nursing personnel and other health care professionals in the development and implementation of the care plans.
16	Serves as a resource to other agency areas such as infection control and health education/promotion.
17	Establishes positive relationships with local medical community and attends local medical society functions.
18	Ability to work some holidays, weekends, and after hours, to accommodate Community events and outreach schedule.
19	Participates in Health Department disaster preparedness activities and may be required to report for work during public health emergencies
20	Assists and provides guidance and premier learning opportunities to college students in health care and related professions.
21	Performs other duties as assigned.

Other Duties & Responsibilities:

Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to add to, or otherwise alter the duties and responsibilities of a position.

1. All employees have an emergency response role and may be expected to work longer shifts, nights and/or weekends, and to perform duties different than regularly assigned tasks during emergency response.
2. All employees have a role in Public Health Accreditation Board (PHAB) accreditation and re-accreditation processes and are required to participate and/or lead Domain Teams and prepare/participate in accreditation - related documentation, annual reports and site visits as assigned.
3. Participate in preparing, providing and teaching other educational programs.
4. Attend in-service training and meetings as required by Hancock Public Health.
5. May serve on various committees as needed.
6. Maintain confidential personal information that must be safeguarded to prevent damage to client's lives or reputations.
7. Utilizes sound judgment and caution in communications with individuals inside and outside the Department.
8. Various reports and/or data entry and working on special projects as assigned.
9. Perform other professional and administrative duties as required.
10. Assists with the maintenance of facility profiles, key contact lists (including media, businesses, civic groups), etc. to ensure information is current, accurate and reliable.
11. The position will be responsible for continuing education based on the needs of employees that includes quality and performance improvement and outcomes measurement.
12. Explore grants as a potential revenue source. Submit grant applications for the Health District.
13. Successfully organize, streamline and create processes to enhance documentation in the Health District.
14. Suggest improvements in procedures, methods and cost controls.
15. Contribute to the preparation of materials for education and outreach activities.

Education, Licensure(s)/Certification(s), Experience, Knowledge, Skills, Other Job Requirements	Preferred Qualifications
<ul style="list-style-type: none"> • Must be a graduate of an accredited Certified Nursing Practitioner program. • Current and active licensure as a Nurse Practitioner to practice in the State of Ohio. • Must <u>hold</u> and <u>maintain</u> continuing educations units (CEU's) as prescribed for licensing. • Ability to comply with state and agency policies and procedures. • Nurse Practitioner Board certified by AANP, ANCC, or AACN in Family Practice or Women's Health • Minimum 1-year clinic experience in primary care services, treatment, and prevention • Excellent time and priority management skills • Excellent communication skills and ability to foster partnerships • Well versed in modern office procedures, practices, equipment, and software • Must have a baseline Ohio Bureau of Criminal Investigation (BCI) • Must have a valid driver's license and reliable transportation 	<ul style="list-style-type: none"> • Prior experience working in public health or health-related field. • Experience with treatment of Communicable diseases and STI's.

Professional Behavior

1. Display professional appearance in accordance with agency policy,
2. Handle difficult situations in discreet manner,
3. Maintain attendance within limits of agency guidelines,
4. Maintain confidentiality regarding client information,
5. Attend staff meetings and in-service training sessions and
6. Displays the philosophy and values of the organization through daily behavior.


Organizational Key Competencies:

All Hancock Public Health (HPH) employees are expected to ensure that Hancock County residents are protected from disease and other public health threats, and to empower others to live healthier, safer lives. In addition, all HPH employees are expected to meet specified competencies in the following areas:

- **Customer Focus:** Ensure the health and safety of our community within my abilities and resources and treat our many, diverse customers with thoughtful listening and respect.
- **Accountability:** Be accountable for knowing the scope of HPH programs and for maintaining the public's trust through credible information, quality programming and services, and fiscal integrity.
- **Equity & Fairness:** Interact with clients, community partners and staff with fairness and equity and deliver services free of bias or prejudice.
- **Continuous Quality Improvement:** Establish and maintain organizational capacity and resources to support CQI.
- **Occupational Health & Safety:** Follow all safety rules, proactively work to prevent accidents, and encourage the use of sound judgment in order to comply with departmental and city occupational safety regulations.
- **Emergency Preparedness:** Promptly identify and respond to public health threats and priorities which may involve working outside of day-to-day tasks.
- **Communication:** Communicate in a respectful manner in both written and oral formats with linguistic and cultural proficiency.

Position Specific Key Competencies for Public Health Professionals:	
Analytical/Assessment Skills	
1B1	Describes factors affecting the health of a community (e.g. equity, income, education, environment)
1B2	Determines quantitative and qualitative data and information
1B3	Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
1B4	Uses information technology in accessing, collecting, analyzing, using, maintaining and disseminating data and
1B5	Analyzed the validity and reliability of data
1B6	Analyzed the comparability of data (e.g. data being age adjusted to the same year, data variables across data sets)
1B7	Resolve gaps in data
1B8	Collects valid and reliable quantitative and qualitative data
1B9	Analyzes quantitative and qualitative data
1B10	Interprets quantitative and qualitative data
1B11	Identifies assets and resources that can be used for improving the health of a community.
1B12	Assesses community health status and factors influencing health in a community
1B13	Develops community health assessments using information about health status, factors influencing health and assets and resources
1B14	Makes evidence-based decisions
1B15	Advocates for the use of evidence in decision making that affects the health of a community
Policy Development/ Program Planning Skills	
2B1	Ensures community health improvement planning uses community health assessments and other information related to the health of a community
2B2	Develops program goals and objectives
2B2	Analyses policy options for public health programs
2B9	Develops mechanisms to monitor and evaluate programs for their effectiveness and quality
2B10	Incorporates public health informatics practices (e.g., use of data and information technology standards, etc.)
Communication Skills	
3B1	Assesses the literacy of populations served
3B2	Communicates in writing and orally with linguistic and cultural proficiency
3B3	Solicits input from individuals and organization for improving the health of a community
3B4	Selects approaches for disseminating public health data and information
3B5	Conveys data and information to professionals and the public using a variety of approaches
3B6	Communicates information to influence behavior and improve health
3B7	Facilitates communication among individuals, groups, and organizations
Cultural Competency Skills	
4B1	Describes the concept of diversity as it applies to individuals and populations
4B2	Describes the diversity of individuals and populations in a community
4B3	Recognizes the way diversity influences policies, programs, services and the health of a community
4B4	Supports diverse perspectives in developing policies, programs and services that affect the health of a community
4B5	Ensures the diversity of individuals and populations is addressed in policies, programs and services for the health of a community
Community Dimensions of Practice Skills	
5B2	Collaborates in community-based participatory research efforts
5B10	Promotes public health policies, programs, and resources
Public Health Sciences Skills	
6B4	Applies public health sciences in the administration and management of programs
6B5	Retrieves evidence from print and electronic sources to support decision making
6B7	Uses evidence in developing implementing and improving policies, programs and services
6B8	Identifies the laws, regulations, policies and procedures for the ethical conduct of research
6B9	Contributes to the public health evidence base
6B10	Develops partnerships that will increase use of evidence in public health practice
Financial Planning and Management Skills	
7B5	Justifies programs for inclusion in organizational budgets
7B6 and	Develops program budgets
7B7	Defends program budgets
7B8	Prepares proposals for funding
7B11	Manages programs within current and projected budgets and staffing levels
7B14	Uses evaluation results to improve program and organizational performance
7B16	Uses performance management systems for program and organizational improvement
Leadership and Systems Thinking Skills	
8B1	Incorporates ethical standards of practice
8B2	Incorporates systems thinking into public health practice
8B3	Explains the ways public health, health care, and other organizations can work together to impact the health of the
8B9	Contributes to continuous improvement of individual, program and organizational performance

Knowledge & Software Competencies:					
Knowledge of the following are integral to the daily responsibilities of this position:					
<input checked="" type="checkbox"/> Microsoft Word	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> HealthSpace	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> ODRS	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> PeopleSoft	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Groupwise/M	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	<input type="checkbox"/> Inventory System	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	S Outlook	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
<input checked="" type="checkbox"/> Microsoft Publisher	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> Allscripts or other EMR	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> Website/Soci	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input checked="" type="checkbox"/> GMIS	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3	al Media	
<i>1= Beginner 2=Intermediate 3=Advanced/Expert</i>					

Reviewed By	Medical Director Nathaniel Ratnasamy, MD	Date 04/15/22	
Approved By	Health Commissioner Karim Baroudi, MPH, REHS	Date 04/15/22	
Last Updated By		Date	