

Job Summaries: July 9, 2021

Clinic Nurse--Columbus

The Clinic Nurse is responsible for providing professional nursing care for patients including assessment, treatment, care planning, and medical care evaluation by following established standards and practices. Assists medical providers and staff in coordination of patient care. Functions as primary liaison between patients, staff, and medical providers.

Clinic Nurse – Behavioral Health--Fremont

The Clinic Nurse, Behavioral Health, is responsible for providing professional nursing care for patients including assessment, treatment, care planning, and medical care evaluation by following established standards and practices. Assists medical providers and staff in coordination of patient care. Functions as primary liaison between patients, staff, and medical providers.

Contact Tracer--Columbus

The Contract Tracer will call contacts of anyone diagnosed with COVID-19 to document a symptom check, refer them to testing according to established protocols, and provide them with instructions for quarantine or isolation, if appropriate. ***This is a full-time 6-month temporary position.***

Community Health Nurse--Columbus

Investigate communicable disease, investigate other issues of public health significance, and provide education on disease prevention activities. Conduct wellness screenings and provide targeted health and wellness promotion. Administer vaccinations within scope of practice. Evaluate/assess health trends and risk factors of population groups through data collection and analysis, providing surveillance, tracking, reporting and follow-up on contagious diseases. Works with communities or specific population groups to develop/implement public policy.

Dental Assistant--Columbus

Performs chair side assistance in all operative and dental treatment procedures. Perform office and clerical procedures relative to patient records, appointments, and fees. Prepare dental instruments and materials necessary for the treatment of patients. Assist, perform and demonstrate dental services such as four-handed dentistry, taking and processing impressions, taking radiographs, placement of rubber dams, patient management and other dental techniques.

Dental Hygienist--Fremont

The Dental Hygienist provides preventative oral care under a generalized supervision. The Dental Hygienist performs all duties within the scope of practice of dental hygiene including but not limited to: subgingival and supragingival scaling, root planning, coronal polishing, administering local anesthetic, exposing radiographs, placing sealants and chemotherapeutic agents, inspecting the oral cavity for abnormal tissue, taking alginate impressions, and assisting the dentist as necessary.

Director of Finance--Columbus

The Director of Finance directs accounting functions of East Central District Health Department and Good Neighbor Community Health Center, including but not limited to budgeting, accounting and payroll. Works closely with managers of both agencies to ensure budget, expenses and revenues are recorded timely, accurately, and according to GAAP.

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Education and Outreach Worker--Columbus

The Education and Outreach Coordinator is responsible for the day-to-day operation, education, and community outreach of the Contraceptive Access Project (CAP). This position is responsible for increasing access to contraception and, thereby, reducing unintended pregnancies across all age groups with a focus on youths and young adults age 24 and under.

Immunization Nurse--Columbus

The Immunization Nurse helps to maintain the public's health by providing health services and information. Responsible for improving immunization rates in the district by providing Vaccine For Children (VFC), the Adult Immunization Program and/or private stock vaccinations to children and adults.

Inventory Control and Facilities Supervisor--Columbus

The Inventory Control and Facilities Supervisor will provide guidance and coordination of the day-to-day inventory and maintenance operation. Responsible for buying, receiving and distributing inventory to various departments. Supervises, monitors and coordinates a variety of facility, preventative maintenance, and repairs performed by staff.

Lab Technician—Columbus

The Lab Technician collects and processes quality specimens in a safe manner. This position is also responsible for assisting with processing specimens using the appropriate techniques according to regulatory agencies.

Licensed Mental Health Provider--Columbus

Practice sound principles of Medical Psychiatric and/or Mental Health provider at public health level. They will participate in the decision-making process concerning the delivery of Mental Health Services.

Medical Interpreter--Columbus

The Medical Interpreter is responsible for relaying accurate medical information and facilitating the successful delivery of patient services to a diverse language segments in compliance with all office and clinic policies and procedures, particular relating to patient confidentiality and informed consent.

Medical Office Specialist--Columbus

The Medical Office Specialist interacts directly with patients on the phone and face-to-face to support the front office operation. This position is responsible for scheduling appointments, processing payments both in-person and on the phone. Additionally, this position serves as a liaison between patient and medical support staff. The Medical Office Specialist will possess excellent communication skills, organizational skills, computer experience, and must be a self-motivator.

Operations Analyst--Columbus

The Operations Analyst is responsible for day-to-day coordination and monitoring of the clinical grant programs including, but not limited to 340B, Vaccine Program, Reproductive Health Program and PCMH related funding.

Project Coordinator: Environmental Health--Columbus

The Project Coordinator is responsible for the planning, implementation, and evaluation of various public health initiatives, projects, and services.

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Project Coordinator: Minority Health--Columbus

The Project Coordinator is responsible for the planning, implementation, and evaluation of various public health initiatives, projects, and services. Lead the health department's racial, ethnic, and social minority health initiative which includes conducting a minority health needs assessment, convincing stakeholders to address issues related to overall health equity and health equity related to accessing COVID-19 resources.

WIC CPA--Columbus

A WIC CPA is Certified Professional Authority who is directly responsible for health screenings, and health and nutrition assessment to determine WIC eligibility. The WIC CPA is responsible for medical/nutritional equipment and supplies.