

NOTICE OF EMPLOYMENT OPPORTUNITY

PUBLIC HEALTH NURSE ASSISTANT GREENE COUNTY HEALTH DEPARTMENT

The Greene County Health Department, Bloomfield, Indiana, seeks to hire a full-time Public Health Nurse Assistant. The incumbent serves under the description of Licensed Practical Nurse and is responsible for assisting the Public Health Nurse with providing health care and education to patients, families, and the community. Incumbent reports directly to the Administrator. The position is funded by Health First Indiana (HFI) from the Indiana Department of Health (IDOH). *Continuation of the position is contingent upon renewal of HFI funding.*

Minimum Qualifications

- Current Indiana Registered Licensed Practical Nurse preferred, or other current medical field certification and experience in public health or related field required .
- Possession of a valid driver's license and demonstrated safe driving record.
- Current basic life support certification and periodic recertification, consistent with AHA guidelines.
- Comprehensive knowledge of and ability to make practical application of federal, state and local public health regulations including HIPAA, department policies and procedures, and accepted principles and practices of public health nursing.
- Comprehensive knowledge of standard immunization practices, procedures, and potential complications.
- Ability to effectively administer injections, supervise clinics, maintain appropriate schedules, and resolve problems as needed.
- Ability to effectively examine and screen individuals, assess needs, and provide appropriate information, treatment, assistance, and appropriate referrals.
- Ability to properly use various medical equipment, including a stethoscope, thermometer, sphygmomanometer, scales, and syringes.
- Ability to communicate effectively, both orally and in writing, with co-workers, local health care providers, school personnel, community organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Ability to understand and follow written and oral instructions and work alone and with others in a team environment with minimum supervision.
- Ability to maintain accurate records, prepare detailed reports, and maintain the confidentiality of department records as required.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

- Ability to meet all department hiring requirements, including passage of a drug test.

Applications

Interested persons may forward a resume and a completed [Greene County employment application](#) to the Greene County Health Department at Courthouse Annex, 217 E Spring Street, Suite 1, Bloomfield, IN 47424 or send via email attachment to health@co.greene.in.us. Resumes and applications must be received by the Greene County Health Department no later than **4:00 p.m. on February 12, 2025**.

Salary

The 2025 County salary ordinance fixes the salary for this position at \$25.00 per hour.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

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