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| <h1 style="margin:0;">POSITION DESCRIPTION</h1> | OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES | AGENCY DEPARTMENT OF HEALTH |
| | PERSONNEL DIVISION | DIVISION OR INSTITUTION DIVISION OF PREVENTION |
| | | UNIT OR OFFICE BUREAU OF ENVIRONMENTAL HEALTH - ASTHMA PROGRAM |

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| POSITION CONTROL NO. | FORMER PCN (IF APPLICABLE) | CLASS TITLE PUBLIC HEALTH NURSE SPECIALIST | CLASS NO. 65541 |
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| <input checked="" type="checkbox"/> STATE AGENCY | <input type="checkbox"/> COUNTY AGENCY | <input checked="" type="checkbox"/> UPDATE | COUNTY OF EMPLOYMENT FRANKLIN |
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| USUAL WORKING TITLE OF POSITION Asthma Nurse Specialist | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20013772 EPIDEMIOLOGY INVESTIGATOR SUPERVISOR |
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| NORMAL WORKING HOURS (EXPLAIN UNUSUAL OR ROTATING SHIFT) 7:45AM TO 4:30 PM | LIST POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED |
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JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
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| 40 | <p>Monitors and evaluates local health departments (LHD's) and provides technical assistance, consultation and direction to Federally Qualified Health Centers (FQHC's), hospitals, health clinics and other interested parties with Ohio's State Asthma Program regarding planning and implementing quality asthma educational programs, based on the National Institutes of Health, "Guidelines for the Diagnosis and Management of Asthma. Develops strategies concerning the problems of asthma within Ohio's Appalachian Counties and implements those strategies to provide tools to local health care providers, FQHC's, schools, worksites and public health organizations. Works with Appalachian providers and members of the ODH Asthma Program to design interventions that will allow interventions for asthma to occur in settings not solely designated for asthma. Educates all parties about secondary and tertiary prevention of asthma and in ways to create asthma friendly homes, schools, and workplace. Collaborates with the tobacco prevention program as appropriate. Identifies folk interventions for asthma and incorporates them into asthma education and interventions.</p> | <p>Knowledge of: (8a) Employee Training Development; (11a) Public Relations, (11b) Human Relations, (13b) Agency Policies & Procedures-Asthma (16) Interviewing; (19) Humanities (Communications marketing, journalism); (21) Social Sciences</p> <p>Skills in: (29) Equipment Operations-personal computer, internet software applications (MS Power-Point, MS Access, ArcGIS, Internet Explorer), hand-held computers (PDAs)</p> <p>Ability to: (30) interpret a variety of instructions in written, oral, picture or schedule form, (30) define programs, collect data, establish facts & draw valid conclusions; (30r) deal with many variables and determine specific action; (32i) use proper research methods in gathering data; (32u) prepare and deliver speeches before specialized audiences and general public; (32v) originate and/or edit articles for publications; and (32x) develop complex reports & position papers</p> |
| 25 | <p>Plans, conducts and evaluates asthma education programs for Ohio Appalachian health professionals and for local health communities. Using a personal computer develops how-to-manuals and other educational materials. Delivers presentations to local, state and departmental agencies interested in asthma care and prevention. Serves as a liaison for local agencies concerned with asthma prevention and education. Collaborates with voluntary agencies, other asthma groups and other ODH programs for asthma education/prevention program development and implementation. Prepares reports on personal computer using word processing software; composes spreadsheets on personal computer using software; maintains program databases using database software.</p> | <p>Knowledge of: 11a; 11b; 13b Skills in: 29 Ability to: 30 l; 30r</p> |
| 20 | <p>Plans, supports or collaborates on studies, such as developing tools for the evaluation of the delivery of quality asthma care in Community Health Centers. Collects and applies data (e.g., asthma incidence and services) and recommendations from the Ohio Asthma Coalition for presentation to professional groups and the public. Writes progress reports and program evaluation reports associated with receipt of grants.</p> | <p>Knowledge of: 11a; 11b; 13b; 16; 19 Skills in: 29 Ability to: 30j; 30 l; 30r; 30t</p> |
| 15 | <p>Serves as a representative on councils, committees and boards (e.g., Ohio Asthma Coalition) and at meetings. As assigned, serves as a member of a public health response team which may include the conduct of operations on a 24/7 basis at remote locations.</p> | <p>Knowledge of: 11a; 11b; 13b; 19 Skills in: 29 Ability to: 30j; 30 l; 30r; 32t; 32x</p> |

Biennial renewal of license to practice as registered nurse.

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| | Signature of Agency/Individual | DATE |
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