

**JOB OPENING
PART TIME HEALTH DEPARTMENT NURSE/CMA
NOBLE COUNTY HEALTH DEPARTMENT**

DUTIES

- Administer immunizations to all age groups at remote Noble County community clinics
- Monitor clients
- Complete all paperwork, documentation, and reporting required by the state of Indiana
- Assist the Public Health Nurse with other duties as requested
- Collaborate with health department employees to identify and address community health needs

REQUIREMENTS

- High School diploma or equivalent AND active Indiana license for one of the following: RN, LPN, CMA
- Up to date Healthcare provider CPR certification
- Knowledge of current immunization schedules for adults and children including immunization requirements for Indiana schools
- Ability to recognize an adverse reaction to a vaccine
- Ability to problem solve and collaborate as a team player
- Ability to communicate effectively with co-workers and the general public
- Ability to operate standard office equipment
- Ability to travel off-site (active Indiana driver's license)

HOURS

- 6-8 hours weekly during remote clinic business hours (typically Thursday from 8:00 am – 2:00 pm)
- Clinic preparation 24 hours prior to remote clinic (may be done at home; requires creating a list of vaccines needed for transport)
- Occasional evening and weekend hours as needed for off-site community health promotion activities
- Follows the Noble County government office holiday schedule

All interested applicants can submit their resume and application to the Noble County Coordinator at 101 N. Orange St., Albion, IN 46701. Applications can be found at www.nobleco.squarespace.com.