

Seneca County Board of Developmental Disabilities
780 E CR 20 * Tiffin, OH 44883 * 419-447-7521 * F: 419-448-5294

OPEN POSITION POSTING

October 22, 2026

Substitute School Nurse (School of Opportunity)
Intermittent (as needed)
Seneca County Opportunity Center

JOB DUTIES INCLUDE*:

Instruct staff on special individual health conditions and medication, use of primary care equipment, CPR, first aid, etc. Supervise delegated nursing. Maintain, and complete accurate records of delegated nursing, immunizations, specialist's reports, medications, treatments, return to work forms, emergency medical forms and any other health and medical related information. Monitor individuals' health status: dietary restrictions and perform health care using judgment and discretion to ensure health status. Establish, maintain, and coordinate a confidential and cooperative relationship with individuals, parents, guardians, staff, physicians, nurses, and other health professionals or agencies. Respond to emergency calls. Access medical emergency needs for individuals and communicate those needs to emergency response medical transportation units. Schedule, coordinate, administer and record injections and medications performed on individuals. Assist, move individuals to maintain or improve their comfort, development, habilitation, and safety. Participate/attend training, continuing education and in-services sponsored by SCOC. Perform other duties as needed.

MINIMUM ACCEPTABLE QUALIFICATIONS/REQUIREMENTS:

- Bachelor of Science Degree in nursing.
- Minimum of eighteen months experience in the practice of nursing as a registered nurse.
- Previous experience caring for physically and mentally disabled individuals.
- Training or experience on how to safely move mentally or physically disabled individuals.
- Must successfully complete drug screening, physical ability exam and background check
- State of Ohio Registered Nurse License
- American Heart Association CPR and First Aid Certified

COMPENSATION & BENEFITS:

- Hourly wage is \$32.00
- Participation in Public Retirement System
- Paid Sick leave

INTERESTED APPLICANTS MAY APPLY BY APPLICATION TO:

SENECA COUNTY OPPORTUNITY CENTER

ATTENTION: TAWNY LEJEUNE

780 E. CR 20

TIFFIN, OHIO 44883

Or by email to

humanresources@senecadd.org

Applications are accepted until position is filled.

*A complete job description is available upon request.