

January 26, 2024

Dear Melanie Mason,

Welcome to the Galion City Health Department! We are excited that you have accepted our job offer for the **PRN** (as needed) **Public Health Nurse** and agreed upon your start date. We hope that you are equally excited about your employment with us.

Your employee orientation will begin on February 12, 2024 at 8 am. Our dress is business casual or scrubs.

Your starting wage will be \$23 per hour.

As a PRN Public Health Nurse, you are expected to work as needed for department needs, updates, staff meeting, and other duties as assigned. The position of the PRN includes but is not limited to being available to assist with school health needs, communicable disease investigation, immunizations, home visiting, community outreach, emergency response needs, education, and training activities. This position also relies on ability to report to work on short notice to account for call offs and other needs as assigned.

To help expedite the orientation process, you will find a packet of forms enclosed with this letter for you to complete. Please submit these completed forms prior to your start date or as soon as possible. They include:

- a. Personnel File Data
- b. Confidentiality Agreement
- c. Authorization for Background Check

Please bring these following items with you on your first day with the health department:

- a. Driver's License as well a second form of identification (i.e. birth certificate, social security card)
- b. Proof of Automobile Insurance
- c. Copy of Professional Licensure, College Transcripts (or diploma), HS diploma/ GED (if applicable)
- d. Copy of CPR or CPR/ First Aid Card
- e. Copy of Vaccination Record (titer statements are acceptable)
- f. Copy of Hep B Record

The City of Galion Auditor's Office handles the payroll for the Galion City Health Department. You must contact Eunice Collene at (419) 468-1823 as soon as possible to schedule a time to complete Payroll Paperwork. This must be completed prior to your start date. This includes, but is not limited to, tax, direct deposit, and OPERS documentation. When you meet with her you will need to bring two forms of ID, bank information (i.e., deposit slip or check), as well as family information (names, DOB, and social security numbers).

If you have questions prior to your start date, please call me at any time or send an email if that is more convenient. We look forward to having you as a part of our team at GCHD.

Sincerely,

*Andrea Barnes*

Andrea Barnes, REHS

Health Commissioner

419-468-1075 X 1265

[andrea.barnes@galionhealth.org](mailto:andrea.barnes@galionhealth.org)