



## Public Health Nurse

### Job Details

Job Location  
Glastonbury Town Hall - Glastonbury, CT  
Position Type  
Part Time (0-19.5 hours)  
Salary Range  
\$35.14 - \$43.93 Hourly

### Description

**POSTED JULY 16, 2024. APPLICATIONS MUST BE SUBMITTED BY 11:59 P.M. ON JULY 30, 2024. THIS POSITION IS AN AVERAGE OF 19.5 HOURS PER WEEK WITH A VARIED SCHEDULE.**

#### GENERAL DESCRIPTION:

Under broad supervision, incumbent plans, implements and promotes the Town's health promotion and disease prevention programs.

#### ESSENTIAL DUTIES:

1. Evaluates the health care needs of residents through assessments and screening. Provides treatments consistent with the orders of the Town's Medical Director or Commissioner of Connecticut Department of Public Health. Assists with needs assessments, epidemiological or statistical studies relating to the health of the community.
2. Plans, coordinates, conducts and evaluates group health promotion activities such as immunization clinics, screenings and educational programs.
3. Promotes community clinic and health services through press releases, flyers, posters, social media, radio announcements, group presentations and colleagues throughout the community.
4. Conducts infectious disease control activities such as contact tracing, infectious case interviews, and health monitoring of identified contacts.
5. Participates in the investigation of outbreaks of illness and disease which may be caused by environmental factors in consultation with other Health Department staff.
6. Coordinates information sharing, reporting, and mutual assistance with state partners at Connecticut Department of Public Health and other local health departments.
7. Develops, presents and publicizes health education and technical information for groups and individuals with diverse public health needs, including guides, manuals and other teaching aids.

8. Maintains confidential, accurate case health records and statistical data for reporting, analysis and trend identification. Prepares reports and significant findings for the Director of Health, Connecticut Department of Public Health, and others as appropriate.
9. Participates in the management of grant deliverables by tracking activities, preparing deliverables, and reporting for grant-supported programs
10. Responds to local and regional public health emergencies and participates in emergency preparedness planning, training, drills, and exercises.
11. Contributes to a respectful and safe work environment by fostering a culture of positive communication and ethical behavior, with an emphasis on providing exceptional service to internal and external customers.

#### **OTHER DUTIES:**

1. Participates in the development of the Town's health-related policies and procedures.
2. Represents the Department at community meetings and professional organizations.
3. Performs other duties as required.

#### **CONFIDENTIALITY:**

- Maintains confidentiality of records and information in compliance with HIPAA

#### **CONDUCT:**

- Observes safe work practices
- Observes state traffic laws
- Represents the Town in a professional and courteous manner; observes and respects the dignity of all persons

#### **DEPENDABILITY:**

- Regularly attends and is punctual for work
- Provides timely response to local and regional public health emergencies outside of regular working hours, as needed

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.

## **Qualifications**

#### **QUALIFICATIONS PROFILE:**

- Knowledge of
  - current nursing principles and practices, including working with diverse populations in a culturally competent manner
  - principles and processes for providing customer and personal services, including meeting quality standards for services

- teaching and instruction for individuals and groups, and the measurement of training effects
- Ability to
  - read and comprehend epidemiological studies and data
  - present technical information in a public forum
  - provide information and express ideas both orally and in writing to other professionals and to the public
  - give full attention to what others are saying and ask appropriate questions
  - be aware of others' reactions and understanding their reactions, including within the context of multi-cultural considerations
  - operate computers and use a variety of software and disease-specific programs as required by State of Connecticut
  - ability to establish and maintain effective working relationships with employees, the public and other community agencies
  - maintain patient confidentiality
  - exercise clinical best practices
- Skilled in
  - public presentation
  - establishing trust with community members and patients and communicating persuasively
  - explaining technical information and instructions
  - the use of translation services to communicate technical information to those for whom English is not their primary language
  - working with others collaboratively
  - project management to maintain short and long-term work plans, track progress, organize tasks, and set priorities
  - communicating project goals and progress to applicable stakeholders

## **PHYSICAL/MENTAL REQUIREMENTS:**

- **Ability to**
  - walk, stand, stoop, and reach
  - sit for prolonged periods occasionally
  - perform gross motor movements such as carrying objects of up to twenty (20) pounds
  - perform fine motor skills requiring hand-eye coordination, such as vaccine administration
  - see objects closely as administering a vaccination
  - see objects at a distance as in driving
  - speak and hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone or making presentations
  - concentrate on fine detail with frequent interruption, attend to task for sixty (60) minutes or more with some interruptions, remember multiple assignments over long periods, and understand the theories behind several related concepts

- May be exposed to blood, body tissues, fluids, hazardous waste materials, and poisonous chemicals such as sanitizing agents

**MINIMUM TRAINING AND EXPERIENCE:**

- Bachelors' degree from an accredited college or university in nursing, public health or health-related field. Master's degree in public health, preferred
- Two (2) years' experience in a public or community health program
- Public speaking experience
- Experience and/or certification in public health emergency preparedness planning and response desired

**LICENSE OR CERTIFICATION:**

- State of Connecticut Registered Nurse License

**Application portal can be found at this website:**

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=D8B0164E5A6DABD9CC58F3275F055828>