



TOWN OF MANCHESTER



POSITION AVAILABLE

COMMUNITY HEALTH NURSE Vacancy in Health Department \$80,000 - \$85,000/Annually 37.5 hours/week

Closing Date: Friday, August 2, 2024

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under general direction of the Director of Health, plans, supervises, and provides public health services of a clinical, research and/or educational nature.

DESIRABLE KNOWLEDGE AND SKILLS: Provides required investigation and follow-up of communicable disease reports, makes referrals to Manchester Public Health Nursing Association for home visits, conducts studies of suspected disease outbreaks, serves on infection control committees of hospital and nursing homes. Assists with needs assessments, epidemiological or statistical studies relating to the health of the community, consults with the medical advisor and other Human Services Department staff regarding study topics, methods, and results. Thorough knowledge of current community nursing principles and practices. Ability to analyze data to determine patterns of health and illness in the community and recognize the impact of various environmental, cultural and social influences of these patterns. Assists contract physician to provide employee health services, set up clinics, gathers information for pre-employment physicals and Workers' Compensation cases. Provides nursing services such as giving tetanus boosters to employees.

MINIMUM QUALIFICATIONS: Bachelor's degree in Nursing or related field with an active RN license to practice in Connecticut and a minimum of two (2) years' of experience in a public or community health program preferred. Occupational medicine experience a plus. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee. Bilingual preferred, but not required.

<u>EXAMINATION MAY CONSIST OF:</u>	<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
	Oral Examination	100%	80%

Applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources department by 4:30pm Friday, August 2, 2024, or must be postmarked by Friday, August 2, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

Town of Manchester
Position Guide
Community Health Nurse
Full time – 37.5 Hours Per Week
\$80,000 - \$85,000/Annually

Duties

Under general direction of the Director of Health, plans, supervises and provides public health services of a clinical, research and/or educational nature.

- Provides required investigation and follow-up of communicable disease reports, makes referrals to Manchester Public Health Nursing Association for home visits, conducts studies of suspected disease outbreaks, serves on infection control committees of hospital and nursing homes.
- Develops and maintains monitoring systems for disease and causes of death, including data collection and analysis.
- Assists with needs assessments, epidemiological or statistical studies relating to the health of the community, consults with the medical advisor and other Human Services Department staff regarding study topics, methods and results.
- Assists contract physician to provide employee health services, sets up clinics, gathers information for pre-employment physicals and Workers' Compensation cases. Provides nursing services such as giving tetanus boosters to employees.
- Provides liaison with other Human Services Department programs, community agencies and school health programs, may oversee clinical services, or provide nursing review for monitoring by Human Services Administrator.
- Provides technical information and referrals for the public regarding disease, disability, prevention, treatment resources and appropriate services.
- Provides health education and information for groups and individuals with diversified public health needs. Develops guides, manuals and teaching aids.
- May provide training on a variety of health-related topics.
- Serves as liaison to other Town Departments or committees regarding safety regulations, EAP referrals and other health issues.
- Performs other duties as assigned.

Desirable Knowledge, Skills, And Abilities

- Thorough knowledge of current nursing principles and practices.
- Ability to analyze data to determine patterns of health and illness in the community and recognize the impact of various environmental, cultural and social influences of these patterns.
- Knowledge of the causes, transmission, treatment and control of communicable diseases.
- Ability to develop a plan to meet identified health problems with an individual, family, group or community focus.

Desirable Knowledge, Skills, And Abilities (Continued)

Page 2

- Ability to express ideas and provide information in oral or written form to other professionals and to the general public.
- Ability to establish and maintain effective working relationships with employees, the public and other community agencies.
- Strong statistical skills.
- Bilingual preferred, but not required.

Minimum Training and Experience

- Bachelor's degree in Nursing or related field with an active R.N. license to practice in Connecticut
- Minimum of two (2) years' of experience in a public or community health program preferred. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.
- Valid Connecticut Driver's license