

December 9, 2014

Board of Health
Board of Adjustment
Central Dispatch 911
City Attorney's Office
City Clerk's Office
City Engineer's Office
Municipal Treasurer's Office
Construction Code Department
Fire Department
Mayor's Office
Municipal Court

Municipal Garage
Office of Emergency Mgmt.
Planning Board
Police Department
Public Works Department
Purchasing Departments
Dept. of Public Property/Comm Services
Tax Assessor
Tax Collector
Transportation & Parking Dept.

TO THE DEPARTMENT ADDRESSED:

Please be advised that there is a vacancy for the position of Graduate Nurse Public Health in the Board of Health at the annual salary of \$54680-\$79006.(job description and requirements attached). This position is full time for 35 hours per week. Please post this job announcement in an area accessible to all employees. In addition to this job announcement, this position will be publicly advertised.

Anyone interested in the above mentioned vacancy must obtain an employment application from City Clerk's office. All applications must be returned to the City Clerk, **no later than Tuesday, December 23, 2014.**

Very truly yours,

Jessica Sheehy
Supervisor of Personnel

c: Mayor Richard J. Gerbounka
Council President James Moore
MEMBERS OF COUNCIL
Bulletin Board
Affirmative Action Officer

GRADUATE NURSE PUBLIC HEALTH

DEFINITION

Under close supervision, provides professional nursing services for a public health agency in the home, school, clinic, or health center; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Utilizes therapeutic measures as prescribed by the physician to assist patients and other members of the household in maintaining and carrying out the health care plan.

Teaches health maintenance as well as preventive and rehabilitative measures to individuals and household members by demonstrations and written instructions to educate and encourage persons to accept and assume the responsibility for required care.

Interviews patients and/or their families by asking pertinent questions to obtain initial background information for the physician to assess.

Measures patients' temperature, blood pressure, pulse, height, and weight using a thermometer, sphygmomanometer, scale, and other instruments to record vital signs and growth processes.

Administers hearing and vision tests using machines and eye charts to screen possible hearing and vision problems.

Administers medication and subcutaneous and intramuscular injections using prescriptions of the physician and hypodermic needles and observes patients' reactions to medications to manage the stable phase of common chronic illnesses such as diabetes and hypertension.

Gives specific instructions and demonstrations in homes, schools, and clinics to educate patients in the control of acute and chronic diseases.

Observes patients and other household members for signs of conditions which may require medical attention and advises the physician or public health nurse to ensure that the patient receives proper medical attention.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with an Associate's degree in Nursing.

EXPERIENCE:

One (1) year of nursing experience in a public health field or, nursing experience gained while working under the close supervision of a licensed Public Health Nurse.

NOTE: Nursing experience gained in a public health field may include experience with an internship, volunteer work, community service, Visiting Nurse Association, hospital or other community-based public health partner agency or organization that provides direct services to the population or, that contracts such services to local health departments.

NOTE: Appointees are required to complete a course in population-based public health nursing within one (1) year of appointment.

LICENSE:

Appointees must possess a valid registration as a professional nurse in the state of New Jersey.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of nursing practices and techniques.

Knowledge of pharmaceuticals, side effects, and possible complications of use.

Knowledge of first aid procedures.

Knowledge of interview techniques and the methods used to gather data.

Ability to recognize adverse signs and symptoms in-patients.

Ability to administer medications.

Ability to record medical histories of patients.

Ability to take temperature and blood pressure readings.

Ability to select the proper nursing procedures and techniques of patient care.

Ability to prepare and maintain medical records.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.