

CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #1913

OPEN COMPETITIVE EXAMINATION FOR: NURSE PRACTITIONER SUPERVISOR

SALARY: \$63,381 ~ \$75,397 per year

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; (paid Holidays; paid Vacation; paid Sick Leave; paid Personal Days accrued in accordance with the CT Healthcare Associates, National Union of Hospital & Healthcare Employees (Nurses Supervisor Bargaining Unit) collective bargaining agreement..

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & **must be on file by 4:50 p.m. on:**

NOVEMBER 19, 2009

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment. **THIS POSITION IS NOT ELIGIBLE FOR RESIDENCY POINTS.**
3. **SPECIAL REQUIREMENT:** Possession of a valid motor vehicle driver's license. Job duties require the use of privately owned vehicle.

EXAMPLES OF WORK:

- ◆ Directs and supervises the activities of the School Nurses, Direct Care School Nurses and Public Health Aides in the School Health Program;
- ◆ Performs home visits independently or with the Department of Education personnel to assess, evaluate and plan for transitioning medically fragile children into the school setting;
- ◆ Assigns, monitors and evaluates the work of all Direct Care School Nurses;
- ◆ Reviews scheduling of School Nurses, Direct Care School Nurses and public health clinics to assess resources and make arrangements for substitute-nursing coverage in order to maintain appropriate levels of coverage;
- ◆ Evaluates the performance of Direct Care School Nurses and Public Health Aides and prepares formal reports of performance;
- ◆ Assists in evaluating the performance of assigned School Nurses;
- ◆ Prepares an orientation schedule to indoctrinate and train new nursing staff and monitors progress;
- ◆ Initiates subordinate disciplinary process and recommends further disciplinary action to the Director of Public Health;
- ◆ Assists Director of Public Health with the development and revision of program policies, procedures and protocols for the School Health Program as related to the School Nurses, Direct Care School Nurse and Public Health Clinics;
- ◆ Collects and reviews program activity data and prepares necessary reports;
- ◆ Reviews School Health Program annually and provides a year-end written report to the Director of Public Health with recommendations for change;
- ◆ Monitors productivity of Direct Care School Nurses and conducts quarterly chart reviews to assure quality of service delivery;
- ◆ Shares supervisory responsibility with nursing supervisors for the school health program;
- ◆ Conducts staff field visits to assigned schools and/or public health clinics to provide on-site assistance in program implementation;
- ◆ Assesses staff needs and assists in provision of continuous developmental education, including recording workshop attendance;

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EXAMPLES OF WORK, Cont'd:

- ◆ Develops annual written goals and objectives for Direct Care Nursing Program, School Health Program and Public Health Clinics;
- ◆ Participates in monthly and quarterly management staff meetings serving as spokesperson for field nurses;
- ◆ Participates in interdisciplinary meetings with Board of Education and Department of Public Health to promote and ensure adjustment and continuity for Direct Care School Nursing Program;
- ◆ Conducts staff meetings to resolve nursing problems and to disseminate information obtained in management meetings;
- ◆ Provides health assessments on students under the direction of the School Medical Advisor;
- ◆ Performs clinical exams in Sexually Transmitted Disease (STD) clinics;
- ◆ Manages budget for Direct Care Nursing Program, School Health Program and Public Health Clinics;
- ◆ May act as representative for the Waterbury Health Department on various local, state, and national tasks forces;
- ◆ Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Requires considerable knowledge of theories, principles, techniques and practices of Public Health/Pediatric Nursing;
- ◆ Knowledge of principles and practices of program management including budgeting, planning, analysis and evaluation;
- ◆ Knowledge of current trends and developments in Public Health nursing;
- ◆ Ability to independently plan, organize, coordinate and manage programs and field services;
- ◆ Ability to demonstrate proficiency in Microsoft Office software;
- ◆ Ability to train, supervise and motivate subordinates;
- ◆ Ability to communicate effectively both orally and in writing;
- ◆ Ability to take initiative and exercise independent judgment and discretion in carrying out program responsibilities;
- ◆ Ability to understand and interpret applicable laws and regulations;
- ◆ Ability to establish and maintain effective working relationships with staff, District officials, colleagues, and the public.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Licensed as a Nurse Practitioner by the State of Connecticut; **and**
2 years of public health nursing; **and**
3 years clinical nursing practice under qualified supervision; **to include**
2 years supervisory experience; **with**
Preferable experience in pediatric nursing.

This position is covered under the written agreement between the City of Waterbury & CT Healthcare Associates, National Union of Hospital & Healthcare Employees (Nurses Supervisor Bargaining Unit). The Parts & Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V