

CIVIL SERVICE COMMISSION  
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #1937

**OPEN COMPETITIVE EXAMINATION FOR: PUBLIC HEALTH AIDE**

**SALARY: \$14.66 – \$19.41 per hour (NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)**

**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.

**LAST DAY FOR FILING APPLICATIONS**

**Applications:** May be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be in our office by 4:50 p.m. on:

**July 30, 2010**

**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 ELIGIBLE FOR RESIDENCY POINTS.**

**EXAMPLES OF DUTIES:**

- ◆ Maintains confidential student health records;
- ◆ Prepares and maintains daily records for Direct Care/School Nurse including student classroom rosters and health office visitor log;
- ◆ Assists in the administration of State of Connecticut mandated health screenings;
- ◆ Performs first aid and preliminary evaluation of minor illnesses on students;
- ◆ Performs cardio-pulmonary resuscitation (CPR) on individuals in emergency situations;
- ◆ Sets up medical equipment and occasionally assists Direct Care/School Nurse with required physicals;
- ◆ Reviews immunization and health records conferring with Direct Care/School Nurse;
- ◆ Compiles statistical information, maintains records and submits reports to Direct Care/School Nurse;
- ◆ Prepares, distributes and collects various public health reports and correspondence to administrators, parents, students, doctors and colleagues;
- ◆ Maintains the operation of the health office in absence of Direct Care/School Nurse;
- ◆ Assists Direct Care/School Nurse with student Emergency Action Plans (EAPs), Individual Healthcare Plans (IHPs) and Individualized Education Plans (IEPs);
- ◆ Maintains safe and clean work area;
- ◆ Organizes and maintains health office materials and orders supplies when needed;
- ◆ Performs other related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of office and medical terminology, procedures and equipment; ability to communicate effectively and follow instructions both orally and in writing; must demonstrate aptitude in Microsoft Office software including Word; ability to accurately maintain and organize confidential medical records and prepare reports; good understanding of and a willingness to work with children; ability to make decisions in accordance with laws, ordinances, regulations and established procedures; ability to establish and maintain effective relationships with students, parents, administrators, doctors and colleagues in support of school health program while maintaining discretion; ability to maintain a high level of ethical and professional standards in handling confidential public health information as required by Health Insurance Portability and Accountability Act (HIPPA); ability to respond quickly to medical emergencies, ability to use and carry medical equipment weighing 20 pounds; ability to perform emergency first aid and cardio-pulmonary resuscitation (CPR) involving kneeling, bending and twisting.

**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:** A high school graduate or GED and a minimum of one (1) year experience in a medical office environment performing responsible administrative work using Microsoft Office software including Word.

**ADDITIONAL REQUIREMENT:** Must be in possession of First Aid and CPR certification within the probationary period.

**YOU MUST SUBMIT ONE OF THE FOLLOWING WITH YOUR APPLICATION:**  
Copy of HS Diploma or Transcripts, GED, College Degree or Transcripts.

This position is covered under the written agreement between the City of Waterbury and the White Collar Union.  
The Parts and 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