

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #1926

OPEN COMPETITIVE EXAMINATION FOR: PUBLIC HEALTH NURSE

SALARY: School Services, (10-month) \$26.86 ~ \$33.86. Clinic Services, (12-month) \$24.60 ~ \$29.43.

(NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE)

Special Note: In accordance with Civil Service Rules, individuals must accept an interview for the position offered regardless of preference of assignment.

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, 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:

March 12, 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 NOT ELIGIBLE FOR RESIDENCY POINTS.

EXAMPLES OF WORK: (Illustrative only)

SCHOOL SERVICES

- ◆ Gives professional nursing care to students and performs related nursing services such as:
- ◆ First aid (which could include CPR) to school’s students;
- ◆ Direct medical care to acutely and/or chronically ill students;
- ◆ Administering prescription and non-prescription medication;
- ◆ Performing student health screenings (vision, scoliosis) with appropriate referrals and follow-up; health problems or special needs;
- ◆ Consults with teachers, parents, and students regarding the spread of communicable diseases;
- ◆ Consults communicable disease prevention and control requiring nursing judgment and skill; monitoring the well-being of students with handicaps, chronic illnesses, severe allergies, or other with school committees and the Board of Education to promote health and wellness, including input into developing the Individual Educational Plan (IEP) when appropriate;
- ◆ Visits homes of students to discover possible health-related reasons for chronic absences and to provide health and hygiene training as needed;
- ◆ Completes all state-mandated and other Department or Board of Education reports on time;
- ◆ Supervises the work of Public Health Aides;
- ◆ Monitors student immunization compliance by reviewing immunization records of every student, and takes corrective actions to comply with state and district mandated immunization compliance policies;
- ◆ Maintains a daily log of medications administered;
- ◆ Orders, inventories and maintains first aid and related health supplies and equipment;
- ◆ Performs other related duties as required.

CLINIC SERVICES

- ◆ Provides professional nursing services in various health clinics covering topics such as Sexually Transmitted Diseases, communicable diseases, adult/child immunizations, and TB;
- ◆ Provides information to, and counsels with patients;
- ◆ Maintains updated information on current public health issues and educates the public about many areas of public health through lectures, health fairs, in services, etc;
- ◆ Performs other related duties as required.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of nursing principles, interventions, techniques related to infection control, communicable diseases, universal health precautions and personal hygiene. Knowledge of child development, age-related health risk factors, mental health issues, chronic and acute health conditions, and current pediatric health issues. Knowledge of local medical services available to appropriately assist clients. Written and verbal communication skills. Emergency first aid skills and the ability to perform CPR on adults as well as children. The ability to use health-screening equipment. Ability to maintain organized and accurate medical records. Ability to instruct, teach and lead discussions for large and small groups. Ability to plan, and supervise the work of non-professional aides. Nurses who work in school buildings must have the ability to respond quickly to medical emergencies. Nurses must be able to drive to all work locations. Nurses must be able to walk and climb stairs, and to occasionally carry equipment weighing up to 20 pounds. The physical demands for performing cardio-pulmonary resuscitation (CPR) involve 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:

- ◆ Graduation from an accredited School of Nursing AND preferably at least one year experience in public health nursing.

LICENSING & CERTIFICATION REQUIREMENTS:

- ◆ Must possess a State of Connecticut Registered Nurse license. Nurses who work in school building must be able to obtain CPR certification within four (4) weeks of hire.

SPECIAL REQUIREMENT:

- ◆ Must hold a valid Motor Vehicle Driver's License for job duties requiring use of privately owned vehicle.

YOU MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

- ◆ Copy of State of Connecticut Registered Nursing License
- ◆ Department of Motor Vehicle Driver's History

This position is covered under the written agreement between the City of Waterbury and the CHCA 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