

CITY OF MILFORD

Applications are now being accepted for the position of **PUBLIC HEALTH NURSE** in the Health Department.

Applicants must be a Registered Nurse as defined by Section 20-87a of the Connecticut General Statutes and currently licensed in the State of Connecticut. This position is for the school year **ONLY**. Bachelor's degree, preferably in nursing or a related field. Applicants with an advanced degree and/or school nurse certification will be considered first. Minimum of one year full time work experience (or equivalent) within the last three years immediately prior to application for employment. Current CPR/AED certification by the American Red Cross or American Heart Association. Must have own car and valid Connecticut driver's license. Test will be given.

This position is in Grade 30 with weekly (10/11) salary limits as follows:

Minimum	\$950.05
Step 1.....	979.83
Step 2.....	1,009.59
Step 3.....	1,044.91
Step 4.....	1,079.39
Maximum	1,140.53

Application must be made at the Personnel Department, Parsons Office Complex, on or before August 12, 2011.

See full job description below.

Public Health Nurse

The Public Health Nurses work under the direction of the Health Director and under the supervision of the Nurse Administrator or other Health Department Nursing Supervisors. The duties of a Public Health Nurse are those primarily concerned with school nursing (school nursing as defined by the *National Association of School Nurses*).

Qualifications and Credentials

- Registered Nurse as defined by Section 20-87a of the Connecticut General Statutes and currently licensed in the state of Connecticut.
- Bachelor's degree, preferably in nursing or a related field (i.e., public health, health education). An advanced degree and/or school nurse certification will be considered an asset.
- A minimum of one year full time work experience (or equivalent) within the last three years immediately prior to the present application for employment. School nursing, public health, pediatrics, emergency department or critical care experience preferred.
- Current CPR/AED certification by the American Red Cross or American Heart Association.
- Current State of Connecticut driver's license required.

Knowledge, Skills and Abilities

- Knowledge of current nursing skills and practice.
- Knowledge of the functions of local public health and community social service agencies.
- Ability to provide professional documentation, in writing and electronic records. Ability to prepare professional reports as requested.
- Ability to work with computer technology including Windows programs, Internet and email.
- Ability to effectively communicate and work cohesively with colleagues and members of the school community.

Illustrative Duties

- Systematically assesses the students' health status and the health needs of students. Plans intervention and evaluates the outcome under the scope of nursing practice.
- Prepares and maintains cumulative health records for each student, following the current State of Connecticut Cumulative Health Records (CHR) Guidelines.
- Participates in Kindergarten, Pre-Kindergarten and new entering student registration including reviewing the entry to school physical examination, immunizations and health history.
- Assists the Health Director or his/her designee with student physical examinations.
- Administers medications to students as prescribed and observes for side effects.
- Trains designated staff members in administration and documentation of medication and/or treatments.
- Develops, maintains and/or updates the Nursing Care Plan for students with chronic or acute health conditions. Shares the Nursing Care Plan with colleagues and school personnel to ensure that the student health needs are met during the school day.
- Develops and maintains and/or updates individualized emergency plans when necessary.

- Provides state mandated screening and referrals for vision, hearing and postural examinations.
- Assists the Health Director with immunization programs and clinics; administers tuberculin tests; reports communicable diseases to the Health Department.
- Notifies parents of illness and/or injury of student while in school.
- Reports observations of child abuse and/or neglect and reports all conditions to the Department of Children and Family (DCF) per DCF requirements.
- Administers first aid and evaluates all injuries for proper referral and treatment.
- Makes contact with parents or guardians and participates in home visits when necessary. Follows up absences related to health. Makes referrals to other agencies as indicated.
- Advocates for the health rights of children and their families both within the school setting and between the school and community at large.
- Counsels and makes referrals for pregnancy.
- Counsels students, parents and school personnel in health problems. Provides health education programs for the prevention and control of disease.
- Participates in school safety programs and in health education programs, i.e., crisis teams, student assistance teams and programs such as hygiene education, asthma education, health fairs and others.
- Participates in emergency preparedness activities for school and community through participation in training, drills and exercises, including mass dispensing clinics as required by the Health Department.
- Prepares reports and surveys as necessary. Completes state health department forms where necessary.
- Attends staff meetings and is an active participant in PPT meetings, consults with school specialists and attends meetings and seminars concerning school health issues.
- Assumes responsibility for continuing education and personal professional development through attendance at professional conferences, trainings and professional publications.
- Annually participates in individual professional goal setting and self evaluation.
- Participates in studies or planned research activities.
- Is prepared to travel independently in the community as directed by the Director of Health, Nursing Administrator or other Health Department Nursing Supervisor.
- Performs related duties as required.

Civil Service Commission
City of Milford, CT
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