



CITY OF MILFORD

OPEN COMPETITIVE EXAM NO. 22-18

COMMUNITY HEALTH NURSE Part Time/Temporary

RE-POSTING DATE: February 4, 2022

CLOSING DATE: Open until filled

NOTICE TO ALL APPLICANTS: This opening is available to all City employees and the general public.

SUMMARY OF POSITION: Under the supervision of the Health Director, the Public Health Nurse provides comprehensive nursing services in community & home-based clinical programs including assessment, education, counseling, and prevention services to individuals, families, and groups to promote health and wellness to residents in the city. Maintains confidential patient records and program activity records and prepares required reports.

MINIMUM CREDENTIALS: Bachelor's degree in public health, nursing or related field required with two years of experience. Possession of a current license to practice as a Registered Nurse in the State of Connecticut.

QUALIFICATIONS: Working knowledge of the principles, practices, and techniques of professional public health nursing. Considerable knowledge of physical assessments, communicable diseases, immunizations, and health maintenance, as well as acute and chronic health care. Ability to deal effectively with the public, health care providers, and community agencies. Ability to prepare reports and to communicate effectively both orally and in writing. Computer proficiency in word processing programs, Microsoft Access, Microsoft Power Point, spreadsheet, and other document formatting techniques; Strong initiative and ability to work independently.

FILING REQUIREMENTS: Please email a letter of interest and a copy of your resume to healthdept@milfordct.gov or mail to the Milford Health Department at 82 New Haven Ave., Milford, Connecticut 06460, Attention: Deepa Joseph, Health Director.

COMPENSATION: This is a temporary part-time position with a rate of \$28/hour for approximately 19 hours/week.

**JOB DESCRIPTION
COMMUNITY HEALTH NURSE
MILFORD HEALTH DEPARTMENT**

Description of Program: Under the supervision of the Health Director, the Public Health Nurse provides comprehensive nursing services in community & home-based clinical programs including assessment, education, counseling, and prevention services to individuals, families, and groups to promote health and wellness to residents in the city. Maintains confidential patient records and program activity records and prepares required reports.

Principal Roles and Responsibilities:

- Provides population-based nursing services that include adult and pediatric, immunization, communicable disease and sexually transmitted disease prevention, health screenings, and other health services.
- Provides clinic and community-based health assessments and health maintenance services assisting individuals and families in understanding health needs with an emphasis on disease prevention and health maintenance.
- Administers immunizations and TB medications, educates clients on potential side effects, and monitors for adverse reaction. Reads and interprets lab reports and performs a variety of related procedures in clinics.
- Conducts epidemiological investigations and monitors reports of communicable diseases including but not limited to foodborne illnesses, COVID-19, sexually transmitted infections, and tuberculosis. Coordinates efforts with physicians, school personnel, and others regarding spread and treatment of the disease.
- Responsible for providing Direct Observed Therapy (DOT) and conducts home visits and health assessments for patients, as prescribed by a physician and/or the Health Director.
- Refers patients to and serves as liaison with physicians and other health care providers.
- Coordinates, implements, and documents quality improvement efforts such as chart audits, tuberculosis review, disaster drills, and OSHA, blood borne pathogens, and other training.
- Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
- During a public health emergency, may be required to report for specialized assigned duties or perform emergency response roles.
- Performs essential planning and operations activities for local COVID-19 vaccination homebound individuals/visits
- Responds by telephone, in person, or in writing to persons seeking information regarding COVID-related public health matters
- Provides consultation and or technical assistance specific to COVID-19 matters to professional groups, community organizations, and the general public as needed and/or directed
- Perform other duties as assigned.

Minimum Credentials: Bachelors degree in public health, nursing or related field required with two years of experience. Possession of a current license to practice as a Registered Nurse in the State of Connecticut.

Qualifications: Working knowledge of the principles, practices, and techniques of professional public health nursing. Considerable knowledge of physical assessments, communicable diseases, immunizations, and health maintenance, as well as acute and chronic health care. Ability to deal effectively with the public, health care providers, and community agencies. Ability to prepare reports and to communicate effectively both orally and in writing. Computer proficiency in word processing programs, Microsoft Access, Microsoft Power Point, spreadsheet and other document formatting techniques; Strong initiative and ability to work independently.

Compensation: This is a part-time position with a maximum of 19 hours per week.



SEASONAL EMPLOYMENT APPLICATION

Human Resources Department
City of Milford
70 West River Street
Milford, CT 06460
(203) 783-3239

An Equal Opportunity Employer

Position applying for _____

Date _____

PLEASE TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.

Entire application must be completed in order for application to be considered.

DO NOT WRITE IN THIS SPACE

☐ Q Rev. by: _____

☐ NQ

Reason: _____

PERSONAL INFORMATION

Last Name _____ First Name _____ M.I. _____ 000- _____
Last 6 digits of Soc. Sec. No. _____

Home Address _____ City _____ State _____ Zip _____

Home Telephone _____ Mobile _____ Email _____

Are you legally eligible for employment in the U.S.? Yes No Are you 18 years of age or older? Yes No
(If hired, you will be required to provide proof of eligibility)

List any relatives or members of your household who are currently employed with the City of Milford

Name(s) _____ Job Title _____ Department _____

Are you able to perform the essential functions of the position for which you are applying? Yes No Date available to start _____

EMPLOYMENT HISTORY

Have you ever been discharged or asked to resign from a job? Yes No If yes, please explain _____

Have you previously worked for the City of Milford? Yes No If yes, dates of employment: _____

Position/Department _____

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.**
Applicants may be required to furnish satisfactory proof of employment history. Use additional pages if necessary. **Include resume with completed application, however resume WILL NOT substitute completion of application.**

Employer :	Address:	Phone:
Dates of Employment:	Job title:	Hours per week:
Supervisor's name/title:	Reason for leaving:	
Number of employees supervised (i/a):	Describe work performed below: (DO NOT WRITE "SEE RESUME"):	

Employer :	Address:	Phone:
Dates of Employment:	Job title:	Hours per week:
Supervisor's name/title:	Reason for leaving:	
Number of employees supervised (i/a):	Describe work performed below: (DO NOT WRITE "SEE RESUME"):	

EDUCATION									
High School(s) attended			City/State			Did you graduate?			
						Yes		No	
						Yes		No	
College/Institution attended		City/State		Did you graduate?		Degree/Certification/Credits		Major	
				Yes No					
				Yes No					
				Yes No					

ONLY COMPLETE THE SECTIONS BELOW IF THEY ARE RELEVANT TO THE POSITION YOU HAVE APPLIED

SPECIAL SKILLS/TRAINING

Typing speed: _____ words per minute

Business machines (other than computers) you are able to operate: _____

What computer experience do you have? ☐ Apple ☐ PC

Your skill level in Word can best be described as:

Your skill level in Excel can best be described as:

Your skill level in Outlook can best be described as:

Your skill level in PowerPoint can best be described as:

Your skill level in Access can best be described as:

Your skill level in Acrobat can best be described as:

Your skill level in Publisher can best be described as:

Describe any other software and level of skill or any other applicable abilities:

Other Training/Skills: Please list/describe any specialized training, apprenticeship, certifications, licenses, skills, special skills and qualifications related to the job for which you are applying, such as machines you are able to operate, languages you speak and read or write well, computer skills besides those mentioned in the previous page, and any other special abilities or knowledge. Give name and location where training was given, dates attended, subject of training, total number of training hours, and other details.

DRIVER'S LICENSE

If the position for which you are applying requires you to operate a vehicle, you must possess a valid driver's license and any special endorsements must be current and valid. NOTE: If applicable, if you are offered employment by the City of Milford, and if your driver's license is from another state, you will be required as a condition of employment to obtain a valid Connecticut Driver's License before you can begin work.

Do you have a valid driver's license? Yes No State _____ Expiration Date _____ Classification _____

License # _____ Endorsements _____

FINALISTS WILL BE REQUIRED, UPON NOTIFICATION, TO SUBMIT A COPY OF THEIR DRIVING ABSTRACT. Note: Driving abstracts may be obtained at any Connecticut Department of Motor Vehicles office. This fee is at the finalist's expense.

I affirm and certify that I have read all of the information above and that all answers to the questions herein are complete, true and accurate to the best of my knowledge. I understand that any misrepresentation, falsification or omission of any facts may render this application void and will be cause for disqualification, whenever discovered.

SIGNATURE APPLICANT

DATE _____



INVITATION TO SELF-IDENTIFY

City of Milford

Position applying for
(use the title that appears on the job announcement)

SECTION 1: CANDIDATE INFORMATION

It is the policy of the City of Milford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, gender, color, religion, creed, national origin, marital or veteran status, sexual orientation, gender identity or expression, disability or any other legally protected status, unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, all applicants are strongly urged to complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Milford with the requested information by checking the appropriate box in Section 4. This information will not affect in any way your employment opportunities. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

SECTION 2: GENERAL INFORMATION

Name _____ Date _____

Social Security Number 000 _____ (Last six digits ONLY)

SECTION 3: STATISTICAL INFORMATION

PLEASE ANSWER THE FOLLOWING QUESTION:

What is your race/ethnicity? (Please mark the ONE BOX that describes the race/ethnicity category with which you primarily identify.)

Race/Ethnic Identification

American Indian or
Alaska Native

☐ (Not Hispanic or Latino) All persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian

☐ (Not Hispanic or Latino) All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.

Black or African American

☐ (Not Hispanic or Latino) All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino

☐ All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other
Pacific Islander

☐ (Not Hispanic or Latino) All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White

☐ (Not of Hispanic or Latino origin.) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Two or more races

☐ A person who primarily identifies with two or more of the above race/ethnicity categories.

Gender

☐ Male

☐ Female

SECTION 4: NON-PARTICIPATION

Please check box if applicable

I have read the above statement and have chosen not to complete this form.

☐

SECTION 5: RECRUITING INFORMATION

How did you hear about this job? (Please check one.)

☐ Milford Mirror

☐ Human Resources or Department Bulletin Board

☐ Other newspaper (give name):

☐ Community Agency (give name):

☐ City Website

☐ Professional Journal (give name):

☐ Internet (list site):

☐ Other (please specify):

☐ City Employee