



# CITY OF MILFORD

OPEN COMPETITIVE EXAM NO. 22-18

## COMMUNITY HEALTH NURSE Part Time/Temporary

**POSTING DATE:** October 4, 2021

**CLOSING DATE:** Open until filled

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**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](mailto: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.