

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, veterans and persons with disabilities.



## **PUBLIC HEALTH NURSE**

**Salary Range: \$51,898.08 - \$70,062.46/Annually**

### **POSITION**

Vacancy is in the Disease Prevention and Health Promotion Division of the Health and Human Services Department. Under general supervision, counsels patients and families on health and psychosocial problems. Conducts outreach and oversight of reproductive health services. Facilitates referrals and linkages between clinics and community organizations. Engages in quality improvement activities regarding all aspects of project implementation. Coordinates, leads, and provides training and technical assistance to health center partners. Develops systems to enhance the coordination of care for targeted adolescents. Supports enhanced access to utilization of contraceptive and reproductive health care. Recommends precautions in the care and control of communicable diseases. Performs field work in specialized programs of disease investigation and control. Arranges for diagnostic tests and treatments and follows up with positive cases to ensure continued treatment. Coordinates and follows up with other medical/social agencies regarding patients' treatment. Assists in the collection and monitoring of health data. Performs related work as required. This is a union position. The hours of this position are 40 per week.

### **QUALIFICATIONS**

Bachelor's Degree in nursing from an accredited four-year college or university **and** one (1) year of experience in the field of nursing.

**OR**

Associate's degree in Nursing from an accredited college or university **and** three (3) years of experience in the field of nursing. Wherever possible, appropriate equivalents will be considered.

**A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT.**

### **NECESSARY SPECIAL QUALIFICATIONS**

Possession of a valid driver's license **and** possession of a license as a Registered Nurse as issued by the State of Connecticut. **COPIES OF YOUR DRIVER'S LICENSE AND NURSING LICENSE MUST BE ATTACHED TO THE APPLICATION.**

**HARTFORD RESIDENCY PREFERRED.**

**APPLICATIONS WITHOUT PROPER DOCUMENTATION MAY RESULT IN YOUR DISQUALIFICATION.**

### **EXAMINATION**

Open to all applicants who meet the above qualifications. The examination will consist of a rating of your training and experience as contained on your application and may include a written test, an oral test, a performance test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of principles, methods, and practices of public health nursing; Knowledge of community aspects of nursing programs including provisions for continuity of patient care, nursing services in health programs, and nursing care in the home; Knowledge of federal, state, and local laws and regulations regarding public health programs; Ability to communicate effectively orally and in writing; Ability to prepare clear and concise case records and reports; Ability to establish and maintain effective working relationships with co-workers and the public. If selected for the position, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening examination, and a background check. If appointed, you will be required to serve 3-12 months of probation. This examination and employment process is subject to all federal, state, and municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

**APPLICATIONS WILL BE ACCEPTED UNTIL FRIDAY, FEBRUARY 19, 2016.**

Exam No: 2989

Issued: 1/29/16

### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalizations
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to:

**DEPARTMENT OF HUMAN RESOURCES**

MUNICIPAL BUILDING

550 MAIN STREET

HARTFORD, CONNECTICUT 06103

TELEPHONE (860) 757-9800

Web page: [www.hartford.gov/humanresources/jobs](http://www.hartford.gov/humanresources/jobs)

Application: [www.hartford.gov/images/hr/application.pdf](http://www.hartford.gov/images/hr/application.pdf)

### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

**CHANGE OF ADDRESS:** It is your responsibility to notify the Department of Human Resources of any change of address on your application.