

## NOTICE TO LOCAL #1310 EMPLOYEES

### SUBJECT: VACANCY

Pursuant to Article VII, Sections 2 and 3 of the 2007-2010 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the position of **PART TIME COMMUNITY HEALTH NURSE**, Department of Health, Office of Personal Health will be accepted in the Bureau of Human Resources from April 15, 2010 through April 21, 2010. Applicants who wish to be considered for this position shall submit a standard application and/or resume to Christine M. Jensen, SPHR, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. **RATE OF COMPENSATION:**
  - a. The 2010 salary range for this position is \$17.70 per hour to \$20.82 per hour.
2. **HOURS OF WORK:**
  - a. Twenty (20) hours per week; Varied between 9:00 a.m. to 4:30 p.m.
3. **DUTIES:**
  - a. Organizing, promoting and participating in the operation of a public health program for the purpose of preventing, controlling, and eliminating public health problems and/or diseases.
  - b. Delivery of clinical nursing services within the community, either in house or through home visits to individuals and families.
  - c. Interacting with existing community partners, facilitating interaction/networking between partners/organizations to coordinate services and maximize funding.
  - d. Conducting needs assessments to identify local public health needs.
  - e. Developing programs to address public health needs.
  - f. Collecting, organizing, and analyzing public health statistics and survey results.
  - g. Providing technical assistance and consultation on public health laws and regulations
  - h. Conducting structured education and training to Health Department and other City staff as well as community organizations and the public.
  - i. Preparing appropriate reports and maintaining appropriate documentation.
  - j. Responding to inquires from healthcare providers, internal and external staff, community organizations, and the public.
  - k. Conducting epidemiological investigations and follow-up.
  - l. Responds to local and state-wide health emergencies.
  - m. Writing and managing grants where appropriate.

- n. Assisting in the preparation of budgets and public relations involving preventive health programs.
- o. Maintaining patient health records.
- p. Represents the City at appropriate meetings involving prevention programs in the City of Wilkes-Barre.
- q. Travels to points away from normal work location to carry out the responsibilities of the position.
- r. All other related, assigned duties.

**4. QUALIFICATIONS:**

- a. Knowledge of the nature and functions of community groups, healthcare agencies and social organizations concerned with public health problems.
- b. Knowledge of public health problems or selected diseases in regard to symptoms, probable incidence, treatment, control, and prevention.
- c. Knowledge of the techniques and methods involved in the development of resources to address the public health needs in the community.
- d. Knowledge of the federal and state rules and regulations pertaining to public health.
- e. Knowledge of needs assessment methods and techniques.
- f. Skilled in applying basic nursing practices and methodology.
- g. Ability to utilize necessary equipment in carrying out assigned duties.
- h. Ability to express ideas effectively, both orally and in writing.
- i. Ability to establish and maintain effective working relationships with associates and the public.
- j. Ability to establish and maintain effective working relationships with professional individuals and organizations, public and private agencies, and the general public.
- k. Ability to provide community leadership in an effort to prevent and control public health problems.
- l. Ability to review and evaluate public health data and initiate, conduct and evaluate surveys to identify public healthcare needs.
- m. Ability to develop plans and participate in their development to address identified public healthcare needs.
- n. Ability to interpret provisions of the laws and regulations pertaining to public health.
- o. Ability to plan and present educational and in-service programs.
- p. Ability to conduct epidemiological investigations and follow-up.
- q. Experience using personal computer including Microsoft EXCEL, PowerPoint, and WORD.
- r. Knowledge of the principles, theories, and practices of professional nursing and community health nursing.
- s. Knowledge of the administrative practices and procedures.
- t. Ability to travel to various locations.
- u. Possession of a current license to practice as a Registered Nurse issued by the Pennsylvania State Board of Nursing.
- v. Master's degree in a health-related field and two (2) years health care experience; or a bachelor's degree in a health-related field and four (4) years experience in

health care; or an associate's degree or diploma in nursing and six (6) years experience in health care.

- w. Possession of a valid motor vehicle operator's license as issued by the Commonwealth of Pennsylvania.

**5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

The physical requirements listed below represent those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

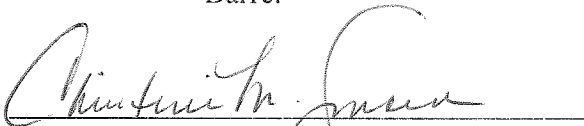
- a. Frequent reaching with hands and arms.
- b. Constant seeing and hearing.
- c. Frequent standing, talking, and walking.
- d. Frequent use of hands to finger, handle, feel or operate objects, tools, and controls.
- e. Occasional sitting, stooping, bending, kneeling, crouching, and crawling.
- f. Occasional lifting, carrying, pushing, and pulling of patients of varying weight.
- g. Ability to perform the essential functions of the job as outlined in duties above.

**6. WORK ENVIRONMENT:**

- a. Exposure to patients with communicable diseases.
- b. Works within an office and medical clinic environment.

**7. OTHER**

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.



Christine M. Jensen, SPHR  
Director of Human Resources  
April 14, 2010

**INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1310 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.**

**THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.**

**THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.**