



Katherine Zygmunt  
Director of Human Resources

# City of Meriden, Connecticut

## Department of Human Resources

CITY HALL  
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October 31, 2024

### Public Health Clinic Supervisor

#### NATURE OF WORK

Under the direction of the Director of Health and Human Services or designee, assists with the overall management of public health clinic operations including but not limited to planning, organizing, and evaluating programs and services. This position directly supervises staff working in the Clinic.

#### SUPERVISION:

Works under the direction of the Director of Health and Human Services or designee.

#### QUALIFICATIONS:

- A Bachelor of Science degree in nursing from an accredited college or university
- A current license as a Registered Nurse in the state of Connecticut
- A valid driver's license
- Minimum of 5 years of experience in a public health nursing position, including 2 years in a supervisory capacity, or any combination of training and experience, which provides the necessary knowledge and skills.

Starting salary \$40.30-\$51.89 \*\*rate is subject due to pending contract negotiations.

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to [humanresources@meridenct.gov](mailto:humanresources@meridenct.gov). Walk-in applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

E.O.E.

Open until filled



**City of Meriden**  
**Department of Health & Human Services**

**Public Health Clinic Supervisor**

**Hours Per Week: 40 hours per week**

**Union: Supervisors**

**NATURE OF WORK**

Under the direction of the Director of Health and Human Services or designee, assists with the overall management of public health clinic operations including but not limited to planning, organizing, and evaluating programs and services. This position directly supervises staff working in the Clinic.

**SUPERVISION:**

Works under the direction of the Director of Health and Human Services or designee.

**EXAMPLES OF WORK**

Oversees Clinic operations, including adult and child immunizations, communicable disease investigations, management of vaccinations. Participates in direct service activities in the Clinic and in the community.

Supervises staff that work in the Clinic, including scheduling, discipline, and annual evaluations. Provides orientation to new Clinic staff. Coordinates continuing education for Clinic staff and maintains records.

Oversees vaccine management, including ensuring daily temperature logs are completed, ordering of vaccine, ensures reconciliation of temperature logs and vaccine inventory are completed in a timely manner.

Conducts quality improvement and performance management activities. Aligns program objectives with community needs assessments, community health improvement plans, and Department strategic plans.

Oversees ensuring CT WIZ is being used appropriately by Clinic staff. Conducts audits of vaccine administration by staff via paper records and CT WIZ entries.

Oversees established billing contracts for Clinic services and ensures they remain up-to-date. Completes state vaccine program re-enrollment as required by CT DPH. May complete applications for new billing providers.

Prepares local and state reports and ensures timely submission. Analyzes data for local trends and emerging issues or concerns.

Develops and updates protocols and procedures for Clinic operations with the input and approval of the Director of Health and Human Services or designee. Ensures Clinic staff are trained in protocols and procedures.

Participates in the coordination of clinics under Public Health Emergency Response, including services to the homebound population.

Assists in the planning of the annual Clinic budget with the Director of Health and Human Services. Ensures that the Clinic has the materials and tools necessary to carry out daily operations. Ensures that the Clinic is maintained in a sanitary condition and conform with the established standards for licensed primary care facilities.

May collaborate with other health department staff and local organizations to develop and implement community-based health education and disease prevention interventions to promote positive health outcomes.

May directly respond or delegate inquiries from the public regarding immunization records and Clinic services.

May participate in addressing social service needs of the community, including but not limited to well-checks and referrals of concern from community partners.

May supervise the School Health Program in the absence of the Public Health Nurse Administrator.

May provide nursing coverage in a school health office.

Performs related duties as required, including general public health and nursing duties as assigned by the Director of Health and Human Services.

### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

Contemporary clinic nursing skills and knowledge of nursing science.

Considerable knowledge of the theory and practice of public health nursing including an understanding of the causation and control of communicable diseases, immunization protocols, infectious disease epidemiology, and health education and disease prevention methods.

Ability to interpret and apply public health statistics and monitor community health trends.

Working knowledge of applicable public health codes and regulations at the local, state, and federal levels.

Ability to supervise and evaluate the work of other staff, as well as mentor and train.

Strong oral communication and interpersonal skills and writing ability.

Ability to relate to a diverse population and particularly low income and medically underserved groups.

Demonstrated management and organizational ability including strong conflict resolution and decision making skills.

Basic computer proficiency and ability to use public health data software programs.

Ability to work as part of a multidisciplinary team, willingness to follow administrative direction and act of feedback on performance.

#### **NECESSARY SPECIAL QUALIFICATIONS**

This position requires:

- A Bachelor of Science degree in nursing from an accredited college or university
- A current license as a Registered Nurse in the state of Connecticut
- A valid driver's license
- Minimum of 5 years of experience in a public health nursing position, including 2 years in a supervisory capacity, or any combination of training and experience which provides the necessary knowledge and skills.