



# City of Meriden, Connecticut

## Department of Human Resources

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Director of Human Resources

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### Public Health Nursing Administrator

The City of Meriden, Department of Health and Human Services, is looking to hire a Public Health Nurse Administrator to oversee a large Public Health Nursing program in the Department.

The Public Health Nurse Administrator position is a highly responsible professional supervisory position. The individual will be responsible for administering the program in 8 elementary, 3 middle, and 2 high school public school offices. The work is performed with considerable amount of independence under the general direction of the Director of Health and Human Services or Associate Director or designee.

- Oversight of Registered Nurses and Health Aide staff, including scheduling, supervising, and evaluating staff.
- Assisting in planning the annual budget for school health nursing services, preparing reports and statistical information for planning, implementing, and evaluating services. Developing written aides, including standard operating procedures, to assist and teach staff.

The candidate should have thorough knowledge of the principals and practices of public health and school health nursing. The candidate should have the ability to remain current regarding developments in the field of public health nursing, including federal and state legislation. Strong leadership, communication, and coordination skills are a must.

Qualifications: Possession of a license as a Registered Nurse as issued by the State of Connecticut. Baccalaureate degree with at least 2 years' experience as a school nurse, at least 1 year experience in a public health setting, and at least 2 years supervisory experience in school health..

Starting salary \$83,824.00 – \$94,931.20

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 Nursing Administrator**

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

**Union: Supervisors**

**NATURE OF WORK**

This is a professional administrative position responsible for administering and supervising a comprehensive public health program in the City of Meriden. Work is performed with considerable amount of independence under the general direction of the Director of Health and Human Services or Associate Director or designee.

**EXAMPLES OF WORK**

Coordinates and implements services under the school health program. Conducts on-site visits and audits to ensure quality of service delivery to students and public school staff. Reviews scheduling of public health nurses and health aides in the school health program, including ensuring coverage for summer school.

Provides consultation regarding school health matters to public health nursing staff and school administration by phone or in person. May attend Meriden Public School district meetings to discuss school health matters.

Develops policies and protocols for the school health program based on local and state regulations and best practices for public health nursing in a school setting. Develops written aides to assist and teach staff regarding public health and school health services.

Assists in planning the annual health department budget for school health nursing services and recommends purchasing of equipment and materials.

Oversees and manages the school health budget to maintain health supplies in the school health offices.

Determines staff needs by evaluating the adequacy of existing services and programs in various areas; researches the need for new services.

Conducts monthly staff meetings with school health personnel. Provides orientations for new school health personnel. Monitors progress during probationary period.

Prepares, compiles, and uses records, reports and statistical information for planning, implementing, and evaluating programs. Completes required Department and CT Department of Public Health reports related to school health services.

Directs, schedules, disciplines, evaluates, and supervises school health nursing staff and health aide staff who work in school health offices in all areas of their work performance.

Promotes professional growth of school health program staff by planning and organizing continuing education opportunities.

Works closely with the Department Medical Advisor to ensure appropriate standing orders are in place. May consult with Medical Advisor on school health issues or concerns.

Oversees reconciliation of medicines and destruction at the end of each school year.

May assist with the school health registration process in the Clinic.

May supervise Clinic operations in the absence of the Public Health Clinic Supervisor.

May provide nursing coverage in a school health office.

Performs other tasks, including general public health and nursing duties as assigned by the Director of Health and Human Services or the Associate Director of Health.

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

Thorough knowledge of the principals and practices of public health and school health nursing.

Ability to remain current regarding developments in the field of public health nursing and applicable state and federal laws.

Ability to plan, coordinate and supervise the activities of a moderately large school health program.

Ability to work effectively with colleagues, subordinates, public officials, and the general public.

#### **NECESSARY SPECIAL QUALIFICATIONS**

Possession of a license as a Registered Nurse as issued by the State of Connecticut.

Baccalaureate degree with at least 2 years experience as a school nurse, at least 1 year experience in a public health setting, and at least 2 years supervisory experience in school health.

Revised 6.13.2022