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City of Meriden, Connecticut

Department 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 include a Bachelor's 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 \$69,014.40 to \$103,334.40.

Apply on line at <https://tinyurl.com/meridencareers> and you can e-mail your resumes/applications to 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 supervisory position responsible for administering a comprehensive Public Health Nursing program in public and parochial school clinics and at the Health and Human Services Department Clinic. Primary functions include oversight of the school nursing program and supervise staff that work in the Health and Human Services Clinic. 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 all school health programs and supervises personnel including on site audits, consultation by phone or in person.

Provides guidance for Clinic activities and services. Conducts periodic reviews and audits of Clinic services for quality assurance.

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

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

Conducts staff meetings to explain policies and review procedures and provides orientations for new personnel.

Develops a system for efficient management of nursing programs including maintenance of supplies and equipment.

Develops written aides, including standard operating procedures, to assist and teach staff regarding programs and nursing practices.

August 27, 2018

Prepares, compiles, and uses records, reports and statistical information for planning, implementing, and evaluating programs. Gathers data from school health offices for monthly reports.

Directs, schedules, disciplines, evaluates, and supervises Registered Nurse and Health Aide staff in all areas of their work performance.

Promotes professional growth of nursing staff and health aides by planning and organizing continuing education programs.

Consults with the Department's Medical Advisor as needed.

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.

Ability to plan, coordinate and supervise the activities of a moderately large public health nursing service which includes nursing education and school health services.

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

Strong leadership and communication skills.

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 8/23/2018

August 27, 2018