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Director of Human Resources

City of Meriden, Connecticut

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November 16, 2026

VACANCY ANNOUNCEMENT
PROMOTION/TRANSFER

VACANCY: Public Health Nurse I (10 Months)

SALARY: $38.29 to $50.50 per hour

NATURE OF WORK: The Public Health Nurse I (10 Months) provides professional nursing services in a school health office during the school year. The Public Health Nurse I serves as a resource person to classroom teachers and others pertaining to health instruction; plans and participates in manners pertaining to health appraisals; provides first aid care in emergencies; gives prescribed treatments, administers health screenings, maintains accurate records, interprets and complies with laws, regulations, and ordinances regarding school health work, and prepares narrative and statistical reports as needed. See the job description for additional duties. Candidate will need to be available between 7:00am and 3:30pm, as may be required to cover planned and unplanned absences at the elementary, middle, and high school level during the school year

QUALIFICATIONS: Graduation from a recognized nursing school and/or college/university with a degree in nursing. Licensed by the State of Connecticut to practice as a Registered Nurse. At least 1 year of experience working as a Registered Nurse. See full job description for additional qualifications.

HOW TO APPLY: Email applications for Promotion/Transfer to humanresources@meridenct.gov. Applications for Promotion/Transfer are also available in the Human Resources Department. Office hours are Monday through Friday, 8:00 AM to 5:00 PM.

LAST DATE TO APPLY: November 24, 2026

E.O.E

City of Meriden Job Description:
Public Health Nurse I

Department: Health and Human Services
Union: Public Health Nurses Unit 1478RN, Meriden Federation of Nurses, AFT-CT

General Statement of Duties

Provides professional public health nursing services in a public health clinic setting and/or school health setting.

Supervision Received

A Public Health Nurse I functionally assigned to clinic services works under the supervision of the Public Health Clinic Supervisor; a Public Health Nurse I functionally assigned to school health works under the supervision of the Public Health Nurse Administrator.

Duties and Responsibilities

Plans, implements and evaluated work activities according to department policy. Establishes priorities within work assignments.

Assigns work to clerical and/or health aide staff; and supervises as appropriate.

Performs varied nursing duties in health clinics, schools and day care centers.

Assists physicians, physician assistants and/or nurse practitioners in clinic and/or school settings.

Administers immunizations and health screenings (blood pressure, pulse screening, vision and hearing, hemoglobin, TB testing etc.).

Maintains accurate records.

Prepares narrative and statistical reports as needed and maintains up to date records.

Interprets and complies with laws, regulations and ordinances relating to public health and education.

Participates in nursing staff and in-service meetings.
Investigates and takes appropriate action concerning abuse of children, the elderly, or disabled.

Refer citizens to appropriate community resources.

Additional Responsibilities

Investigate and follow-up all reports of communicable disease, monitor carriers and prepare regular reports.

In the clinic setting, work closely with public health nurses in the school setting and assist in planning for children referred by school for immunizations, physicals or health issues.

Council family and refer family to human service agencies as needed. Record data, make necessary referrals and follow-up (home visits).

Work with health care providers and community health and human service agencies in meeting the needs of the community.

Administer "Direct Observed Therapy" as needed.

A Public Health Nurse I functionally assigned to the school setting will also:

- Maintain cumulative health records on all students.
- Record data and maintain up to date records (re: follow-up, etc).
- Ensure all immunizations and physical assessment schedules are met in accordance with state mandates.
- Plan and participate in school physical examinations and health assessments.
- Administer medication and treatment prescribed by physician orders. Serve as health consultant to students, parents and school personnel.
- Monitor students with communicable diseases in school and advise faculty in universal precautions.

Qualifications

- Graduation from a recognized nursing school and/or college/university with a degree in nursing.
- Licensed by the State of Connecticut to practice as a Registered Nurse.
- Ability to establish and maintain effective working relations with those receptive of public health care, co-workers and the general public.
- Ability to keep accurate records in a clear and concise manner.
- Ability to provide statistical reports as required in an accurate and timely manner.
- Some knowledge of the principles and practices of public health nursing, and of their application to specific diseases and implications of social conditions.
- Awareness of legal responsibilities in investigating and enforcing child or elderly abuse complaints.