JOB ANNOUNCEMENT
FULL TIME POSITION

Position: Public Health Nurse II

Location: Haywood County Health and Human Services Agency – Public Health Division

Salary: Entry level- $ 43,655.19 Grade: 72 Position No.: 473-50-257

Date Available: July 6, 2015 Application Deadline: 5:00 PM on July 10th, 2015

Interested applicants should submit NC-PD107 (State application) to:

Kathi Greene OR Kathi Greene
Personnel Officer Personnel Officer
Health & Human Services Agency c/o Division of Workforce Solutions
157 Paragon Parkway Employment Security Commission
Clyde, NC 28721 1170 N. Main Street
kegreene@haywoodnc.net Waynesville, NC 28786

Resumes alone will not be accepted without the completed application. Application should include a summary of job duties performed and work experience. “See Resume” on application is not acceptable.

Primary Purpose of Organizational Unit:
The Public Health Services Division is part of the integrated Haywood County Health and Human Services Agency which includes the former Haywood County Health Department and the Haywood County Social Services Department. The primary purpose of the Public Health Nursing Section in the Public Health Services Division of the Haywood County Human Services Agency is to promote preventative health care—primary, secondary and tertiary.

Primary Purpose of the Position: The primary purpose of this position is to provide public health nursing services to individuals and families in community and clinical programs within the Public Health Division. This position would serve as a Communicable Disease/Epidemiological Nurse Coordinator. Communicable Disease control is a mandated public health essential core service. Other duties include Blood borne Pathogens (BBP) Surveillance and Monitoring, Tuberculosis Coordinator, STD/HIV follow-up, Rabies Control, Bioterrorism, serve on the Epi Team. Previous Communicable Disease experience preferred.

Knowledge, Skills, and Abilities - Considerable knowledge of, and skill in, the application of nursing theory, practice, principles, and techniques employed in the field of public health and related programs; considerable knowledge of and ability to apply the principles and practices of public health; knowledge of available resources and organizations and the ability to coordinate these as needed; general knowledge of current social and economic
problems relating to public health, including health disparities; ability to plan, coordinate, and oversee the work of others; ability to deal tactfully with others and to exercise good judgment in appraising situations and making decisions; ability to work in partnership with patients and with other service providers to elicit needed information and to maintain effective working relationships; ability to record accurately services rendered and to interpret and explain records, reports, and medical instructions; adequate computer skills to allow communication, patient record documentation, and accessing of information.

**Minimum Education and Experience** – Graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience; or Master’s in Public Health and graduation from a school of professional nursing and one year of professional nursing experience; or graduation from a school of professional nursing and two years of professional nursing experience including one year of Public Health Nursing experience; or an equivalent combination of training and experience.

**Necessary Special Qualifications** - A current license to practice as a Registered Nurse in North Carolina by the N.C. Board of Nursing.

Applicants must submit official college transcripts with the application.

Must possess a valid NC Driver’s license and have access to a vehicle. Driving record should not include more than three (3) points on current DMV record.

Completion of Application: Applicants will be given credit only for information provided in response to the announcement and included on the completed application. Applicants should request a continuation sheet to record additional work experience on the application. Applications should include at least ten (10) years of work experience on the application (if applicable). No additional information will be solicited or considered by this office; therefore individuals who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position or title.

The successful candidate will be subject to a criminal background check.