

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Public Health Nurse II – School Nursing **Posting# 2022SN-0918ksa**
***May underfill as Public Health Nurse I – School Nursing**

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step A - \$26.52 – Step G - \$30.46 / \$2,121.79 - \$2,437.58 Bi Weekly
***Public Health Nurse I – Step A - \$24.74 – Step G - \$28.43 / \$1,979.38 - \$2,274.53 Bi Weekly**

Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: September 21, 2018

CLOSING DATE: *Open Until Filled

*All applications received by October 5, 2018 will be screened by the HR Office. Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Performs licensed registered nurse work under the general direction of a Bureau Director-Nursing or a Public Health Nurse Coordinator in providing community nursing services at public health clinics, schools, and in private homes according to assigned area of responsibility.

DUTIES INCLUDE:

Plans, implements, and evaluates the health services program at assigned school(s); monitors well being of students with handicaps, chronic illnesses, severe allergies, or other health problems and helps other students and school personnel become aware of the special needs; manages medication administration in the school setting and makes medication referrals when appropriate.

Reviews immunization records to ensure adequate immunization of students in assigned schools; performs vision screening on students according to state mandate, refers students to eye doctors and follows-up with the family to ensure proper care was received; manages scoliosis screening, referrals, and follow-up; controls the spread of lice by examining students and educating parents.

Teaches classes on health-related topics to students and faculty including the Maturation Program to fifth and/or sixth grade girls; consults with teachers, parents, and students about controlling the spread of communicable diseases; conducts an annual blood borne pathogens in-service meeting for

teachers and other school personnel according to OSHA requirements; ensures newly hired faculty receive a TB test.

Provides initial emergency first aid care to students and faculty; provides first-aid training to school employees; and ensures that at least three (3) staff members per school are CPR and first-aid certified.

Makes appropriate medical and dental referrals for students and family members to state and local agencies; follows up as needed; visits homes of students to discover possible health-related reasons for chronic absences and to provide health and hygiene training as needed.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: psycho-social and current health issues; local medical services available to appropriately assist clients.

Skill in: written and verbal communication; emergency, first aid, and CPR procedures including injections and venipuncture; the use of health screening equipment.

Ability to: establish rapport and cooperative work relationships with those contacted during the course of work activities; maintain organized and accurate medical records; teach health issues and lead discussions for large and small groups.

REQUIREMENTS FOR EMPLOYMENT:

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy. Selected applicants are subject to, and must pass, a full background check.

Public Health Nurse I: Associate's degree in nursing from an accredited college or university.

Public Health Nurse II: Bachelor's degree in nursing from an accredited college or university or an associate's degree in nursing from an accredited college or university plus two (2) years of work experience as a registered nurse. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:

Public Health Nurse III: Applicant must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state registered nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees. Incumbents must possess CPR and first aid certifications. Incumbents must successfully complete annual training required to maintain licensure and certifications. Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.