

POSITION: PUBLIC HEALTH NURSE II – Special Education

Posting# 2022se-0817jhm

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 – Special Education

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**.75 TIME BENEFITTED POSITION
SCHOOL NURSE POSITION WORKING WITH SPECIAL NEEDS INDIVIDUALS**

REQUIRED ATTACHMENTS TO APPLICATION:

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

STARTING SALARY RANGE: Step 41 - 47, \$23.98 hour – \$27.55 hour

Starting Salary is based upon education and experience
Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: August 3, 2017

CLOSING DATE: *Open Until Filled

***All applications received by August 10, 2017** will be screened by the HR Office. Those applicants meeting the specified qualifications and additional screening criteria 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 according to assigned area of responsibility. **Position is in the School Nursing – Special Education program.**

DUTIES INCLUDE:

Makes daily assessment of assigned students with various disabilities and handicaps evaluating vitals and following up on questions or issues from the previous day; handles emergencies when life or well being is threatened evaluating whether to call 911, administer oxygen, or use other treatment measures.

Writes care plans, obtaining final approval from physicians and parents, so teachers, aides, bus drivers, etc., will know how to care for the student; communicates with parents on an ongoing basis to answer questions and resolve concerns; serves as a member of the special education team collaborating with school personnel regarding safety plans.

Performs medical procedures such as tracheostomy suctioning and emergency tube replacement and G Tube feedings and emergency G Tube placement; administers emergency medications as dictated by the student's care plan including diastate, O2, epipens, insulin, etc.

Trains school personnel such as teachers or aides to administer medications or special feedings according to care plan and evaluates their ability to do so appropriately; ensures proper charting.

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.

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.

Position is in the School Nursing – Special Education program.

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:

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.