



CITY OF BRIDGEPORT, CONNECTICUT



The City of Bridgeport is now accepting submissions for the position of

PUBLIC HEALTH NURSE I

Health Department – Communicable Disease Clinic

Salary and Benefits: \$74,908.00 annually. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits. This is a unionized position.

To Apply: Please email a cover letter, resume, supplied application, degree, and license verification, and three (3) professional references (name & contact only) to COB.Jobs@BridgeportCT.gov.

Accepting submissions until filled.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport)

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The city has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms

GENERAL STATEMENT OF DUTIES:

This position will provide professional public health nursing care for the Bridgeport Health Department Communicable Disease Division. The role will entail various duties to include interviewing patients in the STD/TB clinics for the prevention of communicable diseases; following up on reportable diseases; administering college vaccines; performing blood draws; conducting foodborne investigations for epidemiological follow-up and other clinic duties as required, including but not limited to; maintaining records of public health nursing services rendered; and other tasks assigned.

TYPICAL TASKS OR ASSIGNMENTS:

- Conducts home visits in connection with the care and prevention of communicable diseases.
- Applies principles of epidemiology in disease investigations, community assessments and determining service needs of individuals, families, or communities.
- Ensure patient compliance with medically ordered therapies, attendance to scheduled medical appointments, and follow up care in the community.
- Administers medications, including immunizations, following physician's instructions.
- Instructs families in care of patient/client filing or searching of files; directs callers.

- Participates in community education and individual patient/client education in specialized programs, e.g., HIV, AIDS, Tuberculosis (TB), Sexually Transmitted Disease (STD), family planning, adolescent health, and related programs.
- Participates in the provision of public health and related medical services at neighborhood, mobile and out-reach clinics.
- Complete documentation and verbal report as required by the Communicable Disease Division, and state mandated surveillance reports, obtain needed information for reporting when necessary.
- Work with local pharmacies to ensure availability of medically ordered therapies to patients to maintain adherence to treatment.
- Identify opportunities for preventative treatment among case contacts, family members and household members of patients receiving services through the Communicable Disease Division and Connecticut DPH TB Control program to link these individuals to care.

MINIMUM QUALIFICATION REQUIREMENTS:

As to educations, training, and experience:

- Nursing degree from a nationally accredited college or university.
- Completion of one-year course of study in public health nursing at an accredited school.
- Any equivalent combination of education and experience.

a. As to special knowledge, ability, and skill:

- Good knowledge of the principles and practices of general professional nursing care.
- Good knowledge of the principles and practices of public health.
- Ability to establish and maintain harmonious and effective working relationships with patients, other health workers, and the public.
- Ability to utilize computers, including a variety of software and statistics programs per Connecticut State Department of Health program protocols.
- Ability to provide direction and guidance to others independently and in collaboration with clinicians and coworkers.
- Ability to maintain clear documentation and reports, with the understanding these may be audited by nursing supervisor, treating physicians, the Bridgeport Health Department Medical Director, and State of Connecticut DPH program officials.
- Working knowledge of safety and infection control principles, practices, and methods.

LICENSES AND CERTIFICATIONS

- Valid Connecticut Driver's License — This job requires daily driving.
- Possession of Connecticut certification as a registered nurse.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or

operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift weights up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- While performing the duties of this job, the employee occasionally works near and possible contact with medicinal preparations, bodily fluids, communicable diseases, and any other conditions common in a nursing environment.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities, and qualifications which comprise this position.

This position will require a pre-employment medical examination and drug testing.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Employment Application

Position Applied for		Date	
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APPLICANT INFORMATION							
Last Name		First Name		M.I.			
Mailing Address				Apartment/Unit #			
City		State		ZIP			
Phone			E-mail Address				
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO	
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

DISCLAIMER AND SIGNATURE

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.