

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date: 05/15/17

Closing Date: 05/22/17

**TITLE:** Assistant Public Health Nurse Supervisor

**SALARY:** \$67,500 - \$72,500

Hours: 40  35

**DEPARTMENT:** Human Services

Union  Mgmt

**LOCATION:** Northfield

NJCSC Test Required: Yes  No

Grant Funded: Yes  No

### **DEFINITION:**

Under direction, assists the Public Health Nurse Supervisor in supervising assigned districts and performs public health nursing services in one or more areas of the public health field; does other related work.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS:**

#### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree in Nursing or Public Health.

#### **EXPERIENCE:**

Three (3) years of experience in Public Health Nursing.

#### **LICENSE:**

Applicants must possess a current, valid registration as a professional nurse in the State of New Jersey.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

#### **EXAMPLES OF WORK:**

Supervises nurses providing public health services to clients.

Provides assignments, instructions and guidance to public health nurses and other staff.

Participates in coordinating public health programs.

Identifies public health care needs of clients.

Takes the lead in assigned specialized phases of public health nursing work.

Refers clients and makes arrangements for other needed medical, social or mental health services.

Instructs public health nurses in the methods used to teach clients about health care.

Conducts research to gather public health information.

Prepares reports and correspondence.

Establishes and maintains cooperative working relationships with those interested or involved in the work of the program.

Establishes and maintains medical and other records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**KNOWLEDGE AND ABILITIES:**

Knowledge of principles and practices of public health nursing.

Knowledge of the methods used to prepare medical records.

Knowledge of the community resources likely to be needed by the client population served.

Knowledge of the physical, social and other needs of the client population served.

Knowledge of general and specialized nursing services.

Knowledge of the types of public health nursing services needed within the community.

Knowledge of the techniques used to gather and organize data.

Knowledge of the methods used to conduct surveys.

Ability to interpret laws, rules and regulations and apply them to specific situations.

Ability to provide assignments and instructions to staff and supervise their performance.

Ability to identify the need to refer cases for other medical, social or mental health services.

Ability to adapt public health nursing work to meet changing needs.

Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the program.

Ability to participate in the conduct of studies and surveys.

Ability to prepare reports and correspondence.

Ability to establish and maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at [www.aclink.org](http://www.aclink.org)**  
**Alternatively, applications may be mailed to the**  
**Atlantic County Division of Human Resources**  
**1333 Atlantic Avenue, Atlantic City, NJ 08401**  
**- *We are an Equal Opportunity Employer* -**