

**EMPLOYEE NOTICE
JOB POSTING & JOB DESCRIPTION**

JOB TITLE: Registered Nurse
SALARY: \$45,799 - \$88,857
RANGE #: 18
DEPARTMENT: Health Department

JOB DESCRIPTION: Under direction of the Health Officer, teaches, counsels, conducts epidemiological investigations, and provides public health nursing services in homes, clinics, and schools to individuals and families in the community for a local health department; uses knowledge from nursing, social and public health sciences to promote and protect the health of populations through the performance of core public health functions and the delivery of essential public health services; does related work as required.

ESSENTIAL JOB FUNCTIONS:

- Responds to health questions by individuals and/or families during home visits, in clinics or schools or, while giving health demonstrations and lectures to community groups to educate the public on preventive health measures.
- Provides case management for residents with laboratory confirmed elevated BLL (blood lead levels). This includes visiting homes of individuals and/or families in the community and assessing their health needs and/or environmental hazards and subsequently developing a health care plan.
- Implements actions to curtail the spread of communicable diseases by instructing high-risk individuals or groups in the proper control measures.
- Develops health care plans for resolving complex and/or multifaceted problems as part of a team of health care professionals.
- Conducts investigations of suspected disease outbreaks; visits suspected areas and interviews persons who have contracted the disease to compile information of symptoms and environmental factors. This could include individuals, schools and nursing home facilities.
- Conducts daily surveillance of reportable diseases via CDRSS.
- Conducts annual immunization audits in schools and pre-schools.
- Plans implements screenings, clinics and educational programs according the current assesses needs of the community. These may take place in the municipal building, library, child care facility or other facilities.
- Represents South Brunswick Health Department at local community events. This could include but not be limited to Night Out Against Crime and South Brunswick Library Family Fun Day.
- Maintains medical records and files.
- Is the liaison between the South Brunswick Health Department and the South Brunswick Volunteer Nurse Corps. This includes planning/implementing executive committee meetings 6-8 times annually and 3 general meetings annually. General meetings should include educational presentations.
- Actively participates on public health related committees and organizations. This might include but not be limited to: Municipal Alliance, Community Resource Team, Chronic

AFSCME UNION

Disease Coalition, OEM meetings, Middlesex County Medical Reserve Corps, and New Jersey Association of Public Health Nurse Administrators

- Utilizes various types of electronic and/or manual recording and computerized information systems. This would include (but might not be limited to) CDRSS (Communicable Disease Reporting and Surveillance System), Welligent Lead Trax, and NJIIS (New Jersey Immunization Information System)

MATERIAL AND EQUIPMENT USED

- Tools and supplies necessary to effectively administer immunizations and to conduct screenings by various delivery methods.
- Safety equipment and clothing necessary in administering immunizations.
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.
- Printed health education material

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Nursing or Public Health Nursing Science.
- Possess valid NJ Driver's License with good driving record.
- Advance computer skills.
- Training and experience in office procedures.
- Strong organizational skills.
- Accuracy essential.

EXPERIENCE:

One (1) year of experience in a public health field or, nursing experience gained while working under the close supervision of a licensed public health nurse.

NOTE: Nursing experience in a public health field may include experience with volunteer work, community service, or employment with a Visiting Nurse Association, hospital or other community-based public health partner agency, organization or health department that provides direct public health services to the population or that contracts such services to local health departments.

This position has regular access to confidential records and material. The occupant, therefore, must possess a marked ability to maintain the confidentiality of such records. Maturity in decision making and strong organizational skills are also essential.

This position also requires a great deal of responsibility, discretion, and expertise in the operations of the other bureaus.

Must successfully pass a thorough criminal history background check, along with a pre-employment physical.

Interested in applying for this position should submit an application on-line.
South Brunswick is an Equal Opportunity Employer - EOE/ADA.