

# CITY OF WATERBURY



## CURRENTLY ACCEPTING APPLICATIONS FOR NON-CLASSIFIED SCHOOL NURSES

**SALARY:** \$36.21 ~ \$43.30 PER HOUR (Effective 7/1/22)

**(NOTE: Working days per year are addressed in the CHCA contract.)**

**FRINGE BENEFITS:** Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; additional benefits in accordance with CHCA contract which may be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org).

**Applications,** which may be obtained by visiting our website at [www.waterburyct.org](http://www.waterburyct.org) or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702.

**JOB CLASSIFICATION TITLE:** SCHOOL NURSE [III] (formerly School Nurse)

**DEPARTMENT:** Health Department

### **REPORTS TO:**

Under the direct supervision of a Nursing Supervisor, the incumbent is responsible for performing registered professional nursing services, within the context of the current Nurse Practice Act and nursing standards to provide routine and emergency treatment of students, promote public health, evaluate the effectiveness of school health programs and maintain health records of school children in accordance with state laws, Connecticut Department of Public Health regulations, Waterbury Department of Public Health policies and procedures and Waterbury Department of Public Health policies. The School Nurse III plans and supervises the work of the Public Health Assistant.

### **PART I - SUMMARY OF CLASSIFICATION:**

#### **Guidelines for Class Use:**

The incumbent is responsible for providing professional nursing services in schools, case finding and referrals, and health resource information to teachers, students, families and staff.

### **PART II - MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

#### **A. REQUIRED EDUCATION AND EXPERIENCE:**

Bachelor's or Associates Degree in Nursing or another relevant Health-related science required. Graduation from an accredited School of Nursing AND two years of experience in a public health or pediatric nursing field preferred

**Substitutions Allowed: None.**

**B. CREDENTIALS:** *(Please submit a copy of Degree or Transcripts, Nursing License and Certification at time of application.*

**C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:** *(See Driver's License statement below)*

Must be in possession of a State of Connecticut Registered Nurse license, a current CPR certification and a valid motor vehicle drivers' license with a good driving history.

**D. CONTINUING EDUCATION REQUIREMENTS:**

Maintain valid and current State of Connecticut Registered Nurse license, CPR certification and a motor vehicle drivers' license.

**E. KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of nursing principles, interventions, and techniques related to infection control, communicable diseases, universal health precautions and personal hygiene; Knowledge of child development, age-related health social, emotional and physical risk factors, mental health issues, chronic and acute health conditions, and current pediatric health issues; Knowledge of local medical services available to appropriately assist clients; Written and verbal communication skills; Knowledge of emergency first aid skills and the ability to perform CPR on children as well as adults; The ability to use health-screening equipment; Ability to maintain and organize accurate medical records using an electronic medical record system; Ability to instruct, teach and lead discussions for large and small groups; Ability to communicate effectively both orally and in writing; Ability to take initiative and exercise independent judgment and discretion in carrying out program responsibilities; Ability to plan, and supervise the work of Public Health Assistants; Ability to respond quickly to medical emergencies; Ability to drive to all work locations; Ability to perform cardio-pulmonary resuscitation (CPR) involving frequent kneeling, bending and twisting, ability to frequently walk from location to location as well as the ability to climb stairs and occasionally carry medical equipment weighing 20 pounds for over a long distance. Ability to deliver patient-centered care that is respectful and culturally responsive to differences in gender identity, sexual orientation, race, ethnicity, English language speaking skills and special health care needs. Familiarity with key concepts of health disparities, patient-centered care, trauma-informed care and the impact of Adverse Childhood Experiences (ACEs) is preferred.

**PART III - POSITION SUPERVISES**

Noted in Reports to Section above.

**PART IV - ESSENTIAL FUNCTIONS**

Performs First Aid and/or CPR on students; Provides direct medical care to acutely and/or chronically ill students; Administers prescription and non-prescription medications and maintains daily log of medications dispensed; Performs student health screenings and performs case management with appropriate referrals and follow-up on students with complex healthcare needs; Consults with Board of Education, school committees, teachers, parents, and students to promote health and wellness, including the prevention and control of communicable diseases; Monitors the health and well-being of students with complex healthcare needs and performs health related consultation as a member of the Individualized Education Plan (IEP) team; Develops Emergency Care Plans (ECPs) for students at risk for medical crises; Develops and monitors Individual Healthcare Plans (IHPs) for students in need of nursing intervention; Performs health and hygiene training to teachers, parents, and students; Completes all state-mandated and other Health Department or Board of Education reports on a timely basis; Coordinates screening programs and immunization review/follow-up and monitors student immunization compliance taking corrective action when necessary to conform to state and district mandated immunization compliance regulations; Conducts medication and medical supply inventory and procures first aid and related health supplies/equipment for assigned site; Supervises the work of the Public Health Assistant; In the event of public health emergency, the incumbent will assume responsibilities of a Public Health Nurse; Performs other related work as required.

In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.

**PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS**

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>	<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Working Conditions</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands</b>					Depth Perception				x
Standing				x	Color Distinction				x
Walking				x	Peripheral Vision				x
Sitting				x	Driving			x	
Lifting			x		<b>Physical Strength:</b>				
Carrying			x		Little Physical Effort (-10 lbs.)		x		
Pushing			x		Light Work (-20 lbs.)				x
Pulling			x		Medium Work (20-50 lbs.)			x	
Climbing		x			Heavy Work (50-100 lbs.)		x		
Balancing			x		Very Heavy Work (100+ lbs.)		x		
Stooping			x		<b>Environmental Conditions</b>				
Kneeling			x		Cold (50 degrees F or less)			x	
Crouching			x		Heat (90 degrees F or more)			x	
Crawling		x			Temperature Changes			x	
Reaching				x	Wetness		x		
Handling				x	Humidity		x		
Grasping				x	Extreme Noise or Vibration		x		
Twisting				x	Exposure to Chemicals		x		
Feeling				x	Exposure to Gases and Fumes		x		
Talking				x	Exposure to Unpleasant Odors		x		
Hearing				x	Exposure to bodily fluids		x		
Repetitive Motion				x	Exposure to dampness		x		
Hand/Eye/Foot Coordination				x	Confinement to Small or Restricting Area		x		
Visual Acuity/Near				x	Mechanical Hazards		x		
Visual Acuity/Far				x	Physical danger or abuse		x		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: 2/4/2022 Position: School Nurse II

This position is covered under the written agreement between the City of Waterbury and the CHCA Union. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER  
 E.O.E. M/F/D/V  
 EEOP Utilization Report available upon request

CSC Approved Job Spec Change 7/26/22  
 School Nurse II formerly School Nurse  
 Posting Revised 8/1/22  
 Rev. 2/6/22