

NOTICE TO LOCAL # 1310 EMPLOYEES
SUBJECT: Vacancy – Associate Director of Personal Health Services

Pursuant to Article VII, Section 2 and 3 of the 2018-2022 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a vacancy. Applications for the position of Associate Director of Personal Health Services in the Department of Health & Welfare, Bureau of Communicable Disease Control will be accepted in the Bureau of Human Resources from June 28, 2022 through July 5, 2022. Applicants who wish to be considered for this position shall submit a standard application and resume to Nicole Ference, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

POSITION:	Associate Director of Personal Health Services
BUREAU:	Communicable Disease Control
DEPARTMENT:	Health & Welfare
SUPERVISOR:	Health Director
SALARY:	\$75,500
UNION:	Public Service Employees Local #1310

HOURS OF WORK:

- a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.
- b. Must have a willingness to work off hours and weekends when needed.

DUTIES:

- a. Oversees the three divisions of Personal Health Services: Chronic Disease Prevention/Health Promotion, Communicable Disease Control/Prevention, and Clinical Services/Public Health Nursing.
- b. Directs the day-to-day personal health services of the City Health Department for individuals and families in the community.
- c. Manages communicable disease outbreaks through consultation, investigation, infection control/prevention, and public health education.
- d. Organizes, manages, and conducts mass vaccination clinics as needed.
- e. Conducts surveillance and analyzes data to identify trends and needs within the community.
- f. Supervises and reviews the work of professional registered nurses and non-licensed personnel in these services.
- g. Assumes leadership role in developing nursing care policies for the City Health Department in collaboration with the Director of Health.
- h. Collaborates with colleagues and community representatives to promote general health and welfare of the community.
- i. Prepares appropriate reports; maintains appropriate data and documentation.
- j. Confers with the Director of Health regularly.
- k. Participates in the development and implementation of appropriate portions of the City Health Department Annual Health Plan related to personal health services provided by the professional nursing staff in the Bureau of Personal Health.
- l. Represents the City at appropriate meetings involving personal health issues.
- m. Coordinates purchasing of supplies to meet the needs of the clients and staff to perform their duties.
- n. Prepares assignments and schedules for all clinics and adult assessments.
- o. Develops, organizes, and promotes community health events and campaigns within the jurisdiction.
- p. Collaborates with the management team in goal setting, planning, and development of the many services provided by the City Health Department.
- q. Supervises the laboratory services of the City Health Department.
- r. Participates in the Northeast Immunization Coalition.

- s. Conduct wellness visits in collaboration with other bureaus in the health department and other departments in the city to assess high-risk individuals as requested.
- t. Provides in-service learning as requested on various personal health topics.
- u. Works with the Director on the implementation and utilization of GIS services with ESRI for the department's personal health services.
- v. Conducts the following yearly site visits and reports in accordance with PA-DOH Division of Immunizations: VFC IQIP visits, VFC Compliance visits, VFC Unannounced visits, Child Care Group setting, COVID vaccine provider visits, and non-reporting SILR or high-provisional school visits
- w. Travels to all parts of city as required to provide community health nursing services and occasional out-of-state travel for training.
- x. Other related duties as assigned.

QUALIFICATIONS:

- a. Knowledge of the theories and practices of professional nursing and community health services.
- b. Knowledge of communicable disease principles.
- c. Ability to read and understand safety rules and procedures, manuals, and instructions.
- d. Ability to supervise and manage staff and programs effectively.
- e. Ability to express ideas effectively, both orally and in writing.
- f. Ability to establish and maintain effective working relationships with the associates and the public with a courteous, professional, and helpful customer service attitude.
- g. Knowledge of current developments in the field of community health nursing.
- h. Ability to maintain confidentiality with all information.
- i. Ability to travel to various locations to provide community health nursing services.
- j. A bachelor's degree in nursing from a baccalaureate program accredited by the National League of Nursing and five years of community health nursing experience OR graduation from an approved school of professional nursing and six years of community health nursing experience.
- k. Possess and maintain a valid Pennsylvania Driver's License throughout the duration of employment.
- l. Possession of a current license to practice as a registered nurse issued by the Pennsylvania State Board of Nursing, or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Office and clinic environment. Position requires standing, walking, bending, stooping, and working from a reclined/elevated position up to 50% of the time. The other 50% of the time is sedentary work requiring occasional standing, walking, bending, or stooping.
- b. Exposure to ill individuals as well as those with communicable diseases.

OTHER:

- a. Employees shall be required to reside within the City or within 13.5 standard miles of City Hall, 40 East Market Street, Wilkes-Barre, PA 18711.



Nicole Ference
Director of Human Resources
June 28, 2022

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES' LOCAL #1310 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER