

NOTICE TO LOCAL # 1310 EMPLOYEES

SUBJECT: Vacancy – Community Health Nurse – Opioid Awareness Coordinator

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 Community Health Nurse – Opioid Awareness Coordinator in the Department of Health & Welfare, Bureau of Communicable Disease Control will be accepted in the Bureau of Human Resources from July 29, 2022 through August 12, 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: Community Health Nurse – Opioid Awareness Coordinator
BUREAU: Communicable Disease Control
DEPARTMENT: Health & Welfare
SUPERVISOR: Health Director
SALARY: \$65,000
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. Have a willingness/availability to work off hours and weekends as needed.

DUTIES:

- a. Provide HIV navigation services (HNS) including assessment of the need for and referral to medical, ancillary support and PrEp services.
- b. Provide HIV surveillance in PA-NEDSS and appropriate follow-up activities
- c. Provide high impact prevention activities, such as HIV testing, HIV partner services, referral, linkage and re-engagement.
- d. Provide Pre-exposure Prophylaxis (PrEp) education and referral services for HIV negative high risk individuals.
- e. Participate in the Data to Care initiative as per the PA DOH.
- f. Participate in Outbreak Response Plan (ORP) as per PA DOH.
- g. Work in the health department clinics including Tuberculosis, STD, HIV, Immunization and Flu.
- h. Conduct active surveillance of communicable diseases through NEDSS (National Electronic Disease Surveillance System).
- i. Conduct epidemiological investigations and follow up.
- j. Interview individuals with communicable diseases, their contacts and primary care providers when necessary. Verify treatment and provide prevention information and education.
- k. Complete all investigations in a timely manner.
- l. Participate in weekly STD clinic. Risk assessment, STD testing and treatment.
- m. Conduct interviews, testing (PPD/T-Spot) and treatment to all latent and active TB patients.
- n. Provide immunization services for vaccine preventable diseases to individuals from infancy to adulthood.
- o. Organizing, developing, promoting, and participating in the operation of public health programs for the purpose of preventing, controlling, and eliminating public health problems and/or diseases.
- p. Delivery of clinical nursing services within the community, either in house or through home visits to individuals and families.

- q. Interacting with existing community partners, facilitating interaction/networking between partners/organizations to coordinate services and maximize funding.
- r. Conducting needs assessments to identify local public health needs.
- s. Developing programs to address public health needs.
- t. Collecting, organizing, and analyzing public health statistics and survey results.
- u. Providing technical assistance and consultation on public health laws and regulations
- v. Conducting structured education and training to Health Department and other City staff as well as community organizations and the public.
- w. Preparing appropriate reports and maintaining appropriate documentation as required by the HIV work statement.
- x. Responding to inquiries from healthcare providers, internal and external staff, community organizations, and the public.
- y. Responds to local and state-wide health emergencies.
- z. Assist in management of HIV Grant.
- aa. Assisting in the preparation of budgets and public relations involving preventive health programs.
- bb. Maintaining patient health records.
- cc. Represents the City at appropriate meetings involving prevention programs in the City of Wilkes-Barre.
- dd. Travels to points away from normal work location for training sessions and meetings in order to carry out the responsibilities of the position.
- ee. Plan, implement, monitor and assess all substance abuse programs.
- ff. Provide necessary reports for substance abuse programs.
- gg. All other related, assigned duties.

QUALIFICATIONS:

- a. Possession of a current license to practice as a Registered Nurse issued by the Pennsylvania State Board of Nursing.
- b. Master's degree in a health-related field and two (2) years health care or public health experience; or a bachelor's degree in a health-related field and four (4) years experience in health care; or an associate's degree or diploma in nursing and six (6) years experience in health care.
- c. Possession of a valid motor vehicle operator's license as issued by the Commonwealth of Pennsylvania.
- d. Ability to travel to various locations.
- e. Knowledge of HIV, STD preferable.
- f. Knowledge of the nature and functions of community groups, healthcare agencies and social organizations concerned with public health problems.
- g. Knowledge of public health problems or selected diseases in regard to symptoms, probable incidence, treatment, control, and prevention.
- h. Knowledge of the techniques and methods involved in the development of resources to address the public health needs in the community.
- i. Knowledge of the federal and state rules and regulations pertaining to public health.
- j. Knowledge of needs assessment methods and techniques.
- k. Skilled in applying basic nursing practices and methodology.
- l. Ability to utilize necessary equipment in carrying out assigned duties.
- m. Ability to express ideas effectively, both orally and in writing.
- n. Ability to establish and maintain effective working relationships with associates and the public.
- o. Ability to establish and maintain effective working relationships with professional individuals and organizations, public and private agencies, and the general public.
- p. Ability to provide community leadership in an effort to prevent and control public health problems.
- q. Ability to review and evaluate public health data and initiate, conduct and evaluate surveys to identify public healthcare needs.
- r. Ability to develop plans and participate in their development to address identified public healthcare needs.

- s. Ability to interpret provisions of the laws and regulations pertaining to public health.
- t. Ability to plan and present educational and in-service programs.
- u. Ability to conduct epidemiological investigations and follow-up.
- v. Experience using personal computer including Microsoft EXCEL, PowerPoint, and WORD.
- w. Knowledge of the principles, theories, and practices of professional nursing and community health nursing.
- x. Knowledge of the administrative practices and procedures.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The physical requirements listed below represent those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. Frequent reaching with hands and arms.
- b. Constant seeing and hearing.
- c. Frequent standing, talking, and walking.
- d. Frequent use of hands to finger, handle, feel or operate objects, tools, and controls.
- e. Occasional sitting, stooping, bending, kneeling, crouching, and crawling.
- f. Occasional lifting, carrying, pushing, and pulling of patients of varying weight.
- g. Ability to perform the essential functions of the job as outlined in duties above.

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

July 29, 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