

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: October 27, 2017
NO: M17-17

CLASSIFICATION TITLE
STAFF NURSE II
(Canton City Health Department)

SALARY RANGE
\$43,419 - \$64,873

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of current Ohio Nursing License and clear copy of valid driver's license required with completed application and must be on file no later than **Friday, November 17, 2017 at 3:00 p.m.**

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid driver's license and must be a registered nurse with a current Ohio Nursing License and may be required to take a physical examination by a licensed physician.

CANDIDATE EVALUATION

Candidates will be evaluated on their education, and work experience.

EDUCATION

Applicants meeting the minimum requirements will be assigned an initial basic score of 70%. Applicants possessing a higher degree will receive additional points.

WORK EXPERIENCE

For each complete year of work experience in the areas of public health nurse and general nursing will receive additional points.

MINIMUM QUALIFICATIONS

Graduate of an accredited school of nursing with a Bachelor of Science in Nursing (BSN) and an active R. N. license in Ohio. Current certification of Healthcare provider CPR. Must have a valid driver's license.

PRFERRED QUALIFICATIONS

General awareness of public health level of care and Canton City Health Department services. Understanding of Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) law regarding nursing scope of practice and delegation, as well as medication storage, administration and dispensing. Knowledgeable of community services and resources and able to appropriately interact with a diverse population. Strong communication and computer skills are also required. Background in sexual health or infectious disease is preferred.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Ability to efficiently multi-task on a daily basis. Proficiency with use of PC hardware and basic software (i.e., Microsoft Office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.) Excellent customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to be flexible to work on weekends and evening if needed. Participate in quality improvement team projects and quality improvement training initiatives as required and incorporate the principles of quality improvement into daily work activities. Ability to work in a general office setting or clinical setting in the health department facility requiring sedentary to light work, which may include walking, climbing, reaching, and talking. Ability to carry up to 25 pounds.

POSITION SUMMARY

Under the general supervision of the director of Nursing and/or Staff Nurse III, a person in this class performs generalized public health nursing activities in health clinics and covers job specific duties. Work involves assisting in planning and implementation of public health nursing activities. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. She/he must exercise independent judgment in performance of duties.

RATING

Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and City residency.

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once this list has been established, your name will remain on the list for a period of one (1) year.

******IMPORTANT NOTICE TO VETERANS******

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score. **THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.**

******NOTICE OF DRUG TESTING REQUIREMENT******

Candidates must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, hashish, "Crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates, and hallucinogens.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any non-merit factor.

DUTIES AND RESPONSIBILITIES

Functions in clinical services provided at Canton City Health Department including but not limited to childhood and adult immunizations based on the Advisory Committee on Immunization Practices (ACIP), sexually transmitted infection testing and treatment based on the Centers for Disease Control and Prevention (CDC) Guidelines, tuberculosis testing, and HIV testing **and** oversee community based programs as assigned provided by Canton City Health Department including but not limited to Bureau of Children with Medical Handicaps (BCMh), Early Head Start Outreach, jurisdictional territory follow-up, community education and health fairs, liaison with nursing programs, and Medicaid Administrative Claiming program. Assesses individuals, groups and/or populations following standards of care and agency protocols designed to improve health status. Promotes community based educational programs related to specific programs and areas. Maintains confidentiality and follows Blood Borne Pathogens policies related to specimen collection, storage and handling, vaccinations and client screenings. Follows infection control/disaster management plans. Administers vaccines following agency policies at Health Department Clinic settings. Completes documentation per protocols and is in close communication with supervisor. Notifies supervisor immediately with any unusual outcomes or incidents. Participates in health programs and screenings as assigned. Works in collaboration with groups and populations in the promotion of public health and improvement in community health status. Assignment and rotation in late afternoon clinic once a month and as needed. Guides the investigation of reports of communicable diseases. Enters case information into the Ohio Disease Reporting System (ODRS). Interprets and implements local, state, and federal guidelines related to infectious disease control. Effectively prevents disease and promotes health with focus on population health, including but not limited to: community assessment, health risk assessment and communicable disease control. Also uses infectious disease surveillance systems to identify significant disease trends and early detection of emerging infectious diseases. Participates in required public health team emergency preparedness training and exercises. Reports directly to the director of nursing and/or the staff nurse III.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**