

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. – 4:30 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **October 10, 2018**
NO: **M22-18**

CLASSIFICATION TITLE

**Staff Nurse II
(Canton City Health Department)**

SALARY

\$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". Applicants must submit a copy of driver's license, a current resume, and unofficial college transcripts, any valid public health professional license or certification(s), and any other documentation pertaining to this position must be on file no later than **Thursday, November 1, 2018 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 the applicant will receive the total number of years' experience in additional points.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

General awareness of public health level of care and Canton City Public Health services is helpful. 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. Bilingual English/Spanish 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.) Good customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to be flexible for weekends and evening if needed. Participate in quality improvement team projects and quality improvement training initiatives as applicable/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 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.

*****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 copy of DD-214 (long version) must be submitted with the application.**

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 AWARDED IS 20%.

RATING

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 the list has been established, your name will remain on the list for a period of one (1) year.

DUTIES AND RESPONSIBILITIES

Functions in clinical services provided at Canton City Public Health 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, HIV testing and SWAP (needle exchange program) **AND/OR** oversee community based programs provided by Canton City Public Health including but not limited to Bureau for 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 population health status to determine needs. Implements plan of care for 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. Acts as coordinator, distributes needles, and provides recommendations on basic wound care treatment to participants of the needle exchange program (SWAP) and facilitates planning group meetings. Maintains inventory and orders supplies as needed. Vaccine Coordinator – vaccine management activities including training other staff. Maintaining vaccine inventory (rotation of stock, counting, ordering); maintain separate stocks of vaccine (VFC/private); coordinating movement of vaccine as needed; liaison between vaccine company representatives, local health departments, private provider offices for transfer of vaccine; implement routine and emergency vaccine management plans; inform staff of changes in recommendations; keep staff abreast of travelers health notices; working with the *Get Vaccinated* grant to assure vaccine rate compliance. Participates in required public health team emergency preparedness training and exercises.

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