

OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: June 28, 2017
NO: M7-17

CLASSIFICATION TITLE
STAFF NURSE III
(Canton City Health Department)

STARTING SALARY
\$46,758 – \$69,861

FILING OF APPLICATION

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, Ohio 44702, or open application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application, clear copy of current Ohio Nursing License and clear copy of valid State of Ohio Driver's License required with completed application and must be on file no later than **Monday, July 28, 2017 at 3:30 p.m.**

This is an open examination. To be eligible for the examination, applicants must show that they are a reliable worker and must be a United States Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must be a registered nurse with a current Ohio Nursing License, must possess a current, valid Ohio Driver's 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

Two (2) points will be added to the basic score for each complete year of work experience in the areas of public health nurse or the supervision of staff may receive a maximum of 15 points. Experience in grant writing will receive an additional point.

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.

PREFERRED QUALIFICATIONS

Should have at least 3 years of direct nursing care experience and ideally, some managerial experience. General awareness of public health level of care and Canton Public Health services is helpful. Understanding of OAC and ORC law regarding nursing scope of practice and delegation, as well as medication storage, administrative 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 if preferred.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Having knowledge of writing, coordinating, overseeing and management of grant activities. Have Analytical/Assessment Skills, Policy Development/Program Planning Skills, Communication Skills, Cultural Competency Skills, Community Dimensions of Practice Skills, Public Health Science Skills, Financial Planning and Management Skills, Leadership and System Thinking Skills, verbal and written communication skills, effective presentation skills, good interpersonal relationship skills, including cultural sensitivity and competence. Must have the ability to efficiently multi-task, use of PC hardware and basic software (i.e., Microsoft Office and email). Have the ability to use office equipment, ability to be flexible for weekends and evenings if needed, ability to participate in quality improvement team projects and training initiatives as applicable/required and incorporate the principles of quality improvement into daily work activities.

POSITION SUMMARY

This is an administrative position, so there will be minimal patient care. The employee provides administrative oversight and supervision in generalized nursing activities in both the community setting and in the clinic area. The employee will assist in planning and participating in community and/or health improvement projects. Forges partnerships with community members and stakeholders. This position provides guidance and leadership with department advocacy and policy issues related to work areas. Recruits, trains, and provides direct and indirect supervision of personnel. Directs infectious disease surveillance, investigation, and follow-up on all reportable infectious disease, outbreaks, and unusual incidences of infectious disease. Manages budgets, contracts and other resources related to the writing and execution of grants.

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

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with the evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of the active duty service. (ORC 124.23 C) Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of March 30, 2017 to receive the bonus credit. 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.

******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.

CITY RESIDENCE BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will received 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

EQUAL EMPLOYMENT

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

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversee clinical services provided at Canton 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, and HIV testing **OR** oversees community based programs provided by Canton 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. Function in the capacity of full supervision in the absence of the director of nursing and directly supervise up to five professional staff (RNs) including the completion of performance evaluations timely. Guides the investigation of infectious disease both naturally occurring and bioterrorist incidents. 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 disease control. Also uses infectious disease surveillance systems to identify significant disease trends and early detection of emerging infectious diseases. Knowledge of writing, coordinating, overseeing and management of grant activities. Participates in required public health team emergency preparedness training and exercises. Reports directly to the director of Nursing.

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