



**QUINNIPIACK VALLEY HEALTH DISTRICT**  
Public Health Nurse (*Per Diem*)

**Location:** 1151 Hartford Turnpike, North Haven, CT 06473  
**Reports to:** Director of Community Programs  
**Position Status:** Per Diem  
**Weekly Hours:** 5 – 10 hours per week  
**Affiliation:** Non-Union - Hourly

### ***General Statement***

*The primary responsibility of the Public Health Nurse (per diem) is to perform the necessary duties, including but not limited to: tuberculosis case management, infectious disease control, and pediatric lead case management.*

*This position may assist in other public health nursing duties as necessary. A varied work schedule may be required.*

*This position may be eligible for grant funding in the future – expanding both work hours per week (part-time / full-time) and grant associated deliverable responsibilities as warranted.*

### **I. Distinguishing Characteristics**

This position provides operational support to the Director of Community Programs, including Tuberculosis case management, investigation of close contacts, and pediatric lead case management. Individual is expected to be licensed as either a Licensed Practical Nurse (LPN) or Registered Nurse (RN) within the State of Connecticut, to independently perform the full range of public health nursing services and collaborate with community health staff.

Incumbent works under the direct supervision of the Director of Community Programs and general supervision of the Director of Health, within the framework of applicable policies and procedures, program objectives and recognized public and environmental health practices. In addition to multi-tasking and responding to situations promptly, professionally, and accurately, incumbent must also have the ability to present ideas in an easily understood manner, to use proper judgment and tact, to work within the government structure, and to work with the staff and the Board as a team player.

### **II. Essential Duties and Responsibilities**

#### ***Community Health Duties (Non-Inclusive)***

- Work with hospital discharge coordinators and/or related staff on discharge procedures and completion of discharge plan for active tuberculosis cases.
- Investigation of close contacts and coordinating recommended follow-up (CXR & QuantiFERON)
- Provide tuberculosis medication administration oversight via electronic directly observed therapy (eDOT) or directly observed therapy (DOT).
- Acts as liaison between case and medical provider if side effects are identified on eDOT or DOT
- Makes initial home visit to both conduct site inspection & pre-pour tuberculosis medication
- Pre-pouring of tuberculosis medications through treatment course (*month supply*) – amended as prescribed
- Works closely with state partners within the Connecticut Department of Public Health's Tuberculosis Control Program and staff at other local health departments.
- Confidentially maintains detailed case health records and management notes
- Assist Community Health Staff on solving more complex case management

### ***Environmental Health Duties (Non-Inclusive)***

- Manages district's Elevated Blood Lead Level (EBLL) cases aboard MAVEN
- Acts as liaison between case and medical provider on the management of EBLLs
- Works closely with state partners within the Connecticut Department of Public Health's Childhood Lead Poisoning Prevention Program and staff at other local health departments
- Assist Environmental Health Staff on conducting epidemiological investigations (onsite & remote) and solving more complex case management

*The above essential duties and responsibilities are not intended as a comprehensive list; they are intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform additional related duties.*

### **III. Knowledge, Skills and Abilities**

#### ***Knowledge of***

- Methods, principles, and practices of:
  - Tuberculosis case management & treatment
  - Pediatric Elevated Blood Level case management
  - Documenting medical health records and evaluating lab results, including interviewing & investigation techniques
  - Knowledge of infectious diseases – including control, prevention, and management of communicable diseases
- Experience with a municipal organization
- Relevant Federal, State, Municipal laws, codes, ordinances, and regulations as it relates to the position

#### ***Ability to***

- Provide health education on Tuberculosis case management & lead case management
- Process medical orders for Tuberculosis medication pre-pour
- Review medical records and evaluate lab results as made available
- Communicate using a translation services when warranted
- Prepare detailed, clear and concise medical case records and reports
- Establish and maintain effective working relationships as a team player
- Work with others and to work independently
- Work collaboratively with diverse organizations, interests, and all segments of the public
- Strong communication and organizational abilities. Communicate effectively orally and in writing
- Operate computers and use a variety of software

### **IV. Minimum Qualifications**

- Licensed as a Licensed Practical Nurse (LPN) or a Registered Nurse (RN) within the State of Connecticut
- Bachelor's degree with a major public health, biological sciences, or related field preferred
- Proficiency in Microsoft Office suite

### **V. Licenses, Certifications, Special Requirements**

- Must possess and maintain a valid license as a Licensed Practical Nurse (LPN) or a Registered Nurse (RN) within the State of Connecticut (RN preferred)
- Connecticut Lead Inspector/Lead Assessor Certification preferred
- Must possess and maintain a valid driver's license and have reliable transportation
- May be required to obtain additional certifications as a result of legislative requirements
- Must maintain Nurse Personal Liability Insurance
- Must possess a smart phone with FaceTime and WhatsApp capabilities

## **VI. Physical Demands and Working Conditions**

Work is performed within an office environment, within household of respective resident(s), remotely and/or in various community settings with travel to community buildings within or outside of the district. Ability to reach and bend and push/pull or lift objects less than twenty (20) pounds. Work will be performed outside of normal business hours to respond to emergency situations and/or Public Health District needs as necessary. May be exposed to body fluids, hazardous waste material, toxins, and/or poisonous substances.

Clinic, nursing, and other public health emergency situations may require after-hours and weekend response, including work schedule modifications and on-call status as necessary.

## **VII. Salary & Benefits**

This is a per diem Public Health Nurse position offering 5 – 10 hours per week at a rate of \$35 per hour. Mileage reimbursement at the IRS approved rate will be provided for district travel. No benefits are offered for per diem positions.

Contingent on the eligibility for grant funding conversion, hours may be expanded to either part-time or full-time affording access to QVHD's comprehensive benefits program, including Medical Insurance (Connecticut Partnership Plan - Anthem Blue Cross Blue Shield), Dental Insurance (Cigna), a 457 Retirement Plan (VOYA Retirement), Life Insurance / AD&D (Sun Life Financial), Short-term Disability, 14 paid holidays and PTO (vacation, personal, and sick days).

## **VIII. Application Submissions**

Please visit <https://www.qvhd.org/job-openings/> to download fillable application PDF Resume/CV, completed application, and letters of reference are to be submitted via email: [Recruit@qvhd.org](mailto:Recruit@qvhd.org)

Deadline: Open until position filled | QVHD is an Equal Opportunity Employer.