



## **CHESPROCOTT HEALTH DISTRICT**

**1187 Highland Ave -Suite 210 • CHESHIRE, CONNECTICUT 06410**

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**Kathryn Glendon, MPH, Director of Health**

Position: Public Health Nurse (PHRN)

Reports To: Director of Health

Position: Full Time/Salary (35 Hours)

**NATURE OF WORK:** Under the direction of the Chesprocott Health District Director of Health, the Public Health Nurse will develop and lead the overall management of the public health clinic operations. The Public Health Nurse works to ensure that Chesprocott Health District meets and supports the needs of the residents and community partners we serve in our district. The ideal candidate must have experience working with children; experience with adult and child immunizations; experience working with diverse populations; public health knowledge; and knowledge of school medical clearance requirements, vaccine management, tracking, and the reporting process for lead and infectious disease case management.

**SUPERVISION:** Works under the direction of the Director of Health

### **EXAMPLES OF WORK:**

- Oversee clinic operations, including adult and pediatric immunizations, communicable disease investigations, and vaccination program management. Participate in direct clinical services within the clinic and community as needed.
- Lead surveillance, investigation, and management of communicable diseases, emergency illnesses, reportable conditions, lead cases, and significant laboratory findings in accordance with public health regulations.
- Direct vaccine management activities, including ordering, inventory reconciliation, daily temperature monitoring, compliance documentation, and adherence to state and federal requirements.
- Provide direct services, including immunizations, blood pressure screenings, and A1C clinics, and explore expanding services through additional certifications as appropriate.
- Ensure proper utilization of CT WiZ, conduct periodic audits of vaccine administration records (paper and electronic), and maintain data accuracy and compliance.
- Respond to public inquiries regarding immunization records and clinic services.
- Oversee clinic billing operations, including demonstrated understanding and experience with insurance billing for vaccines (Medicare, and commercial plans), claims submission, reimbursement tracking, vendor contracts, state vaccine program enrollment, and provider credentialing requirements.
- Ensure adequate supplies, equipment, and operational readiness. Maintain clinic sanitation and compliance with licensing standards.
- Monitor and analyze data for trends, emerging public health concerns, and program performance indicators.
- Develop, update, and implement clinic Standard Operating Procedures (SOPs). Ensure staff are trained and compliant with established protocols.
- Support public health emergency response activities, including coordination of vaccination clinics and services for vulnerable or homebound populations.
- Coordinate ongoing staff education and required training (e.g., bloodborne pathogens, fit testing, and public health competencies).

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- Attend relevant meetings, training, and professional development activities. Work collaborates with surrounding health care professionals.
- Develop and assist with community public health education in the district, including presentations and training.
- Collaborate with internal staff and community partners to implement health education and disease prevention initiatives.
- Coordinate ongoing staff education and required training (e.g., bloodborne pathogens, fit testing, and public health competencies).
- Perform additional public health and nursing duties as assigned by the Director of Health.

### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS:**

- Contemporary clinical nursing skills and knowledge of nursing science.
- Considerable knowledge of public health nursing theory and practice, including understanding the causation and control of communicable diseases, immunization protocols, infectious disease epidemiology, and health education and disease prevention methods.
- Ability to interpret and apply public health statistics and monitor community health trends.
- Working knowledge of applicable public health codes and regulations at the local, state, and federal levels.
- Ability to work with other staff, as well as mentor and train. Strong oral communication, interpersonal skills, and writing ability.
- Ability to relate to a diverse population, particularly low-income and medically underserved groups.
- Demonstrated management and organizational ability, including strong conflict resolution and decision-making skills.
- Basic computer proficiency and ability to use public health data software programs and manage social media accounts related to the clinic.
- Ability to work as part of a multidisciplinary team, willingness to follow administrative direction, and the act of feedback on performance. The strong desire to learn and grow as a Health District and Team.

### **NECESSARY SPECIAL QUALIFICATIONS:**

#### This position requires:

- A Bachelor of Science degree in nursing from an accredited college or university, MPH, or a health-related master's degree preferred.
- A current license as a Registered Nurse in the state of Connecticut
- A valid driver's license
- A clean driving record
- A clean background check
- Minimum of 1 year of experience in a public health nursing position, including 2 years in any combination of training and experience that provides the necessary knowledge and skills.
- Job Type: Full-time (35) hour work week
- Salary: \$70,000- \$81,000 Depending on qualifications
- Expected hours: 8:30 am – 4 pm (35) hours per week, with additional hours if needed to meet the needs of the clinic and community.

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### Schedule:

- 7-hour shift
- Day shift
- Monday to Friday
- Weekends and Evenings as needed during clinic and festival season
- Respond to public health emergencies, including on-call availability as determined by the Director.
- Work Location: In-person, Cheshire, CT.

To apply for the position, please send your cover letter and resume to [kglendon@chesprocott.org](mailto:kglendon@chesprocott.org)

The position will remain open until it is filled.