

# TOWN OF DOVER

## Human Resources

COUNTY OF MORRIS  
37 NORTH SUSSEX STREET  
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## **BILINGUAL PUBLIC HEALTH NURSE – FULL TIME**

### **HEALTH DEPARTMENT**

The Town of Dover, NJ Health Department is hiring a full time (35 hours) **BILINGUAL PUBLIC HEALTH NURSE**. If you are a nurse looking for a career that offers work-life balance, professional development, and the chance to contribute to the health of your community, then look no further. The Dover Health Department has an immediate opportunity for you to join our dedicated and mission-driven team.

As the Dover Public Health Nurse, you will provide a wide array of services focusing on prevention, including but not limited to vaccine administration, child health, adult health, and infectious disease control, screening, and community health education. This is a unique chance to participate in true community engagement and provide a nursing perspective and level of support that allows you to demonstrate your best in your work each day. Excellent assessment skills and experience across the lifespan are both a must. Equally important is your ability to work independently in challenging situations. You will need an aptitude for communication both verbal and written. Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

**COMPENSATION RANGE: \$55,000 - \$90,000**

#### **RESPONSIBILITIES:**

Responds to health questions by individuals and/or families during home visits, in clinics or schools or, while giving health demonstrations and lectures to community groups to educate the public on preventive health measures. Visits homes of individuals and/or families, interviews patients and/or families to evaluate health needs or environmental hazards in the homes, including case management visits for children with elevated blood lead levels. Conducts blood lead level capillary testing on eligible individuals. Implements actions to curtail the spread of communicable diseases by instructing high-risk individuals or groups in the proper control measures. Oversees the Communicable Disease Control Program, including annual school/childcare center immunization audits. Conducts investigations of suspected disease outbreaks; visits suspected areas and interviews persons who have contracted the disease to compile information on symptoms and environmental factors as needed. Measures patients' temperature, blood pressure, pulse, height, and weight to record the patients' vital signs and growth process. Vaccinates community members across the life span on site at the town clinic, at off-site clinics, or during in-home visits. Coordinates the Vaccine for Children/Vaccine for Adults program, including maintaining inventory in NJIIS and records in compliance with state and federal regulations. Maintains medical records and files. Assists the Health Officer with planning, implementation, and reporting for various grant deliverables related to Public Health Nursing duties. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units. Other duties and responsibilities as assigned.

**EDUCATION, EXPERIENCE, & LICENSURE:**

Qualified candidates will have a license to practice as a registered nurse in the state of New Jersey and hold a Bachelor of Science in Nursing (BSN) with training in community and population health. You should have one (1) year of experience in a public health field or, nursing experience gained while working under the close supervision of a licensed public health nurse. You must possess a driver's license valid in New Jersey. You should be qualified in intramuscular, subcutaneous, and intradermal injections; able to do finger sticks; and have CPR certification. Venipuncture certification, throat culture certification a plus; BLS, Pals, and ACLS a plus; CPH or CNE a plus. Experience with CDRSS and NJIIS a plus.

New hires are required to pass a pre-employment drug screen.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of the principles and practices of public health nursing.
- Knowledge of pharmaceuticals, side effects, and possible complications of use.
- Knowledge of health counseling methods.
- Knowledge of standard nursing procedures.
- Knowledge of interview techniques, and the methods used to gather data.
- Knowledge of community resources likely to be needed by the client population served.
- Knowledge of first aid procedures.
- Ability to recognize adverse signs and symptoms in patients.
- Ability to establish and maintain cooperative working relationships with those interested or involved in the work of the program.
- Ability to evaluate health needs and environmental hazards.
- Ability to provide health counseling to patients and families.
- Ability to conduct home visits and gather information.
- Ability to take temperature and blood pressure readings, and administer tests and medications.
- Ability to vaccinate individuals of all ages.
- Ability to develop health care plans in conjunction with other professionals.
- Ability to select proper nursing procedures and techniques of patient care.
- Ability to maintain medical records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position

**BENEFITS:**

The Dover Health Department is committed to diversity, inclusion, equity, and providing a welcoming environment. We also offer:

- Comprehensive benefits package, including: 12 vacation days per year and 14 paid holidays, 3 personal days per year and 15 sick days per year, medical, dental, and vision coverage; disability insurance; life insurance.
- Training and professional development opportunities
- 35-hour work week with occasional weeknight or weekend assignments. Full time, usual hours 8:30 a.m.–4:30 p.m., M–F, with an hour lunch break.
- Paid overtime
- A pension plan, via PERS Retirement System

Please note: This posting is not meant to be an all-inclusive list. It presents highlights of the position's scope and function and the candidates' requirements and rewards.

Please submit a letter of interest and resume via email to Health Officer Sarah Perramant ([sperramant@dover.nj.us](mailto:sperramant@dover.nj.us)) and Director of Personnel Victoria Dobrusin ([vdobrusin@dover.nj.us](mailto:vdobrusin@dover.nj.us)).