



STEVEN M. FULOP  
MAYOR OF JERSEY CITY

## CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA  
DIRECTOR

### Job Opening:

### Bilingual (Spanish) Public Health Nurse

**Department:** Health and Human Services

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Local 246

**Full-Time/Part-Time/Seasonal:** Full Time

**Workweek:** 37 ½ per week, Tuesday - Saturday (11:30 A.M to 7:00 P.M), and as needed

**Salary:** \$75,000 - \$80,000 Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City Department of Health and Human Services is looking for a **Bilingual (Spanish) Public Health Nurse** to provide comprehensive public health care and education to patients, families, and the community. The Public Health Nurse will be responsible for exercising independent judgment in effectively examining, screening and assessing individual needs, and providing information, counseling, assistance and referrals. The ideal candidate will pose exceptional skills and knowledge of public health laws and administration.

### **Job Duties:**

- Visits homes of individuals and families in the community and gathers initial background information used to assess their health needs and problems to develop a health care plan.
- Investigates reports of communicable diseases according to state and Center for Disease Control (CDC) guidelines, including interviewing patients, maintaining records, discussing with community organizations, and conducting follow-up interviews.
- Measures patients' temperature, blood pressure, pulse, height, and weight to record the patients' vital signs and growth process.
- Conducts community health screenings, such as blood pressure, blood sugars, pregnancy tests, lead, hearing, lice and tuberculosis. Promotes community education regarding various health topics by providing oral and printed information to patients and clinic visitors.
- Develops health care plans for resolving lead poisoning with healthcare professional(s).
- Maintains current, accurate client records, and maintains statistics regarding Department nursing activities, such as vaccine usage, disease investigations and home care. Prepares, submits, and distributes reports as required.
- Works harmoniously with associates, subordinates, other groups, and individuals and attends community outreach programs for the City of Jersey City.
- Other duties as assigned.

*\*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

**Required Educational Background:** Graduation from an accredited college or university with a Bachelor's degree in Nursing or Public Health. Appointees will be required to complete a course in population-based public health nursing within one (1) year of appointment.

**Required Experience:** 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. Applicants must be able to read, write, speak, understand, and communicate in another language and English sufficiently to perform the duties of this position.

**Required License:** Applicants must possess a current and valid registration as a Professional Nurse in the State of New Jersey.

**Essential Skills:**

- Ability to use a variety of nursing equipment including syringes, stethoscope, otoscope, audiometer and other assessment and screening equipment, etc;
- Ability to effectively communicate orally and in writing with co-workers, other County departments, state and local health agencies, medical personnel, community service organizations, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.;
- Ability to effectively acquire and utilize client data obtained from a variety of sources including patient records, lab reports, physician orders, maps, flow charts, and statistical reports;
- Working knowledge of community health care providers, social service, and advocacy agencies, and the ability to effectively refer clients as needed;
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word and Excel functions; and
- Excellent interpersonal skills with the ability to create and maintain positive and professional relationships with co-workers, supervisors, senior group leaders, and individual seniors.

**Preferred Education/Skills/Qualifications:** A minimum of two (2) years of public health nursing experience.

Full Civil Service job description available here: <http://info.csc.state.nj.us/jobspec/07186.htm> . You must eventually pass and qualify for this Civil Service title.

**To apply for this job with the City of Jersey City fill out our [Employment Application](#).**