

NOTICE TO LOCAL #1310 EMPLOYEES
SUBJECT: VACANCY

Pursuant to Article VII, Sections 2 and 3 of the 2007-2011 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

The City has a vacancy. Consequently, applications for the position of *Associate Director of Personal Health Services*, Department of Health and Welfare, Office of Communicable Disease Control will be accepted in the Bureau of Human Resources from April 19, 2010 through April 23, 2010. Applicants who wish to be considered for this position shall submit a *standard application* to Christine M. Jensen, SPHR, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

1. RATE OF COMPENSATION:

- a. The 2010 salary range for this position is \$53,967.00. Newly hired bargaining unit members are also subject to the probationary pay scale outlined in Article XI, Section 3 of the Collective Bargaining Agreement between the City of Wilkes-Barre and Local #1310. The 2010 salary for this position for newly hired bargaining unit members is \$43,174.00

2. HOURS OF WORK:

- a. 9:00 a.m. to 4:30 p.m.; Monday through Friday; one (1) hour paid lunch period; Off shift hours when required due for clinics, investigations etc.

3. DUTIES:

- a. Directs the day-to-day personal health services of the City Health Department for individuals and families from the community.
- b. Supervises and reviews the work of professional registered nurses, licenses practical nurses, and non-licensed personnel in these services.

- c. Assumes leadership role in developing nursing care policies for the City Health Department in collaboration with the Health Department Director.
- d. Collaborates with colleagues and community representatives to promote general health and welfare of the community.
- e. Prepares appropriate reports; maintains appropriate data and documentation.
- f. Confers with the Health Department Director regularly.
- g. Participates in development and implements that portion of the City Health Department annual health plan related to personal health services provided by the professional nursing staff.
- h. Represents the City at appropriate meetings involving personal health issues.
- i. Coordinates purchasing of supplies to meet the needs of the clients and staff to perform their duties.
- j. Prepares assignments and schedules for all clinics and adult assessments.
- k. Collaborates with the management team in goal setting, planning, and development of the many services provided by the City Health Department.
- l. Supervises the Laboratory services of the City Health Department.
- m. Travels to all parts of city as required providing community health nursing services.
- n. Other related duties as assigned.

4. **QUALIFICATIONS:**

- a. Knowledge of the theories and practices of professional nursing and community health services.
- b. Ability to supervise and manage staff and programs effectively.
- c. Ability to express ideas effectively, both orally and in writing.
- d. Ability to establish and maintain effective working relationships with the associates and the public.
- e. Knowledge of current developments in the field of community health nursing.
- f. Ability to travel to various locations to provide community health nursing services.
- g. A bachelor's degree in nursing from a baccalaureate program accredited by the National League of Nursing and five years of community health nursing experience OR graduation from an approved school of professional nursing and six years of community health nursing experience.

- h. Possession of a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.
- i. Possession of a current license to practice as a registered nurse issued by the Pennsylvania State Board of Nursing, or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.
- j. Proficient typing skills.
- k. Excellent time management and organizational skills.
- l. Ability to work well under pressure of deadline.
- m. Ability to work with the public in an efficient and courteous manner.
- n. Ability to maintain confidentiality with all information.
- o. Ability to work with minimal supervision.
- p. Ability to physically perform the duties listed above.

5. PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The physical requirements listed below represent those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

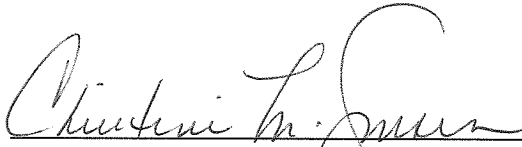
- a. Frequent reaching with hands and arms.
- b. Constant seeing and hearing.
- c. Frequent standing, talking, and walking.
- d. Frequent use of hands to finger, handle, feel or operate objects, tools, and controls.
- e. Occasional sitting, stooping, bending, kneeling, crouching, and crawling.
- f. Occasional lifting, carrying, pushing, and pulling of patients of varying weight.
- g. Ability to perform the essential functions of the job as outlined in duties above.

6. WORK ENVIRONMENT:

- a. Exposure to patients with communicable diseases.
- b. Works within an office and medical clinic environment.

7. OTHER

- a. Wilkes-Barre City residency required throughout duration of employment. Successful applicant may take up to six (6) months to establish residency within the corporate boundaries of the City of Wilkes-Barre.



Christine M. Jensen, SPHR
Director of Human Resources
April 16, 2010

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES LOCAL #1310 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER.