



**CITY OF NEWARK
HEALTH & COMMUNITY WELLNESS
CAREER OPPORTUNITY ANNOUNCEMENT**

Title: Clinic Nurse

Salary: \$63,493.29 - \$67,150.48 (35 Hours per week)

Location: Department of Health and Community Wellness
Division of Environmental Health
94 William Street

Submit Resume
and Cover Letter to: **Wanda Cabrera, Chief Operations Officer** cabreraw@ci.newark.nj.us
Kathleen Schappa, Acting Director of Nursing schappak@ci.newark.nj.us
Sandra Williams, Personnel Services Manager williamss@ci.newark.nj.us

POSITION DESCRIPTION
REQUIREMENTS

Applicants must be City of Newark Residents.

DEFINITION

Under supervision in a clinic, first aid unit, or other setting, provides nursing services on a regular or emergency basis; does other related work.

EXAMPLES OF WORK:

Prepares patients for examinations and treatments.

Aids physician with examinations and treatments of patients.

Applies dressings and assists in application of plaster casts.

Gives therapeutic treatments as directed by a physician.

Instructs patients in the use of functional educational appliances.

Performs as operating nurse.

Maintains clinic equipment, instruments and supplies.

Takes and maintains patient histories.

Interprets the findings and directions of physicians to patients.

Maintains clinical records and reports.

Provides initial first aid measures to employees and the public when accidents and/or illness occur.

Makes patients comfortable and, when required, summons medical assistance, including ambulance service.

Maintains infirmary and/or first aid areas in a clean, sanitary and orderly manner.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Current and valid registration as a professional nurse in the State of New Jersey.

LICENSE:

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the principles, standards, and methods of professional nursing and of clinic organization and methods.

Knowledge of sterilization, immunization, and diagnosis.

Knowledge of medical and laboratory procedures, tests and analyses, nursing method, and operating room procedures.

Knowledge of the problems in a clinic or unit dealing with public health and welfare.

Knowledge of the precautions to be taken in the use of narcotics, other medication, and other treatments.

Ability to analyze, comprehend and interpret the principles, procedures and practices of nursing to specific clinic cases.

Ability to establish and maintain cooperative working relationships with coworkers and other involved in the work of the unit.

Ability to give nursing care, provide first aide treatments and perform other professional nursing duties, including operating room, surgical, and laboratory duties.

Ability to handle, dispense, and direct the use of narcotics, record medications and treatments ordered and given, and record analysis, test, temperature, respiration and pulse.

Ability to observe and report symptoms and conditions of patients.

Ability to prepare clinic reports.

Ability to maintain records and files.

Ability to prepare requisitions for needed medications, equipment, and supplies.

Ability 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, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.