



North Central District Health Department

- ☐ Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- ☐ Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531
- ☐ Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3034
- ☐ Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

Job Description Public Health Nurse Manager, COVID-19 Focus

Summary:

This is a full-time, grant funded position. The Public Health Nurse Manager will supervise nursing staff and COVID-19 nursing activities. In addition, this position will serve as an integral part of the management team working closely with the Public Health Preparedness Coordinator and health education staff. This position will report to the Director of Health.

Duties & Responsibilities (Illustrative):

- Supervise contact tracing staff and activities. Train staff in contact tracing procedures.
- Assure protection of confidential patient information.
- Work closely on local and regional levels on planning and operations for COVID-19 vaccine distribution.
- Maintain Nursing guidelines by creating and updating policies and procedures.
- Prepare grant activity reports and track grant financial expenditures.
- Scheduling coverage to assure off-hour response for COVID-19 contact tracing activities.
- Administer vaccinations.

Knowledge, Skills and Abilities:

- Proficient with Microsoft Office 365 and contact tracing databases
- Excellent verbal and written communication skills
- Ability to manage multiple priorities and conduct reporting with minimal direction and supervision.
- Significant vaccination experience and ability to coordinate vaccination activities.

Education and/or Experience:

- Bachelor's Degree in Nursing
- Valid State of CT Registered Nurse License
- CPR Certified
- A minimum of five (5) years of Nursing experience; supervisory experience preferred. Infection control experience preferred.
- Valid Driver's License

Salary and Benefits:

- Salary commensurate with experience and full-time benefits.

The North Central District Health Department is an Affirmative Action/Equal Opportunity Employer.