



JOB POSTING – November 20, 2018
DEADLINE- Until Filled
Nurse/Wellness Coordinator
City of Holyoke Council On Aging

Position Summary: To promote health and wellness for older adults through health screenings, counseling, and informational programs.

Essential Functions: Coordinate and facilitate health and wellness programs including, but not limited to, exercise classes, health screenings, and information sessions both at the Senior Center and at off-site locations. Counsel seniors regarding health-related concerns. Act as lead responder for medical emergencies at the Senior Center, record and file appropriate documentation, and provide follow-up as necessary. Conduct periodic inspections of on-site medical equipment and supplies. Oversee the medical equipment loan program. Function as a mandated elder abuse reporter. Assist with general customer support in a team-structured environment. Assist with general programming on an as needed basis including, but not limited to, assisting at parties/events. Perform similar or related work as required, directed, or as the situation dictates. *The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Knowledge, skill, and abilities required: Knowledge of the principles and techniques of nursing practice, medical terminology, and medical record-keeping. Knowledge of applicable state and local public health regulations. Familiarity with community resources that provide medical and related social services. General nursing skills including drug administration and vital sign monitoring. Comfort with public speaking. Facility with Microsoft Office programs. Ability to appraise individual and group health needs, interpret medical findings, and communicate public health regulations. Ability to remain calm, concentrate, and perform all responsibilities in a professional manner, particularly during emergencies and periods of high activity. Ability to maintain detailed records and prepare reports. Ability to communicate orally and in writing. Ability to work efficiently and effectively with minimal supervision. Ability to read, write and speak Spanish highly preferred but not required.

Experience: Three years of related work experience; public health experience a plus.

Education, certification, or licensure required: High School Education and Licensed Practical Nurse (LPN) required; Registered Nurse (RN) preferred. Must have up-to-date CPR/AED/First Aid Certification. Ability to meet CORI standards as set by state statutes and EOE regulation.

Supervision Scope: Performs detailed functions requiring judgment in applying or demonstrating nursing skills and techniques; work involves a thorough knowledge of department standard operating procedures and the exercise of judgment and initiative to accomplish professional service delivery, particularly in situations not clearly defined by precedent or established procedures; works independently and in combination with others.

Supervision Received: Works under the general direction of the Council on Aging Executive Director in accordance with department policies and procedures.

Supervision Given: None.

Job Environment: Work is generally performed under varying office, senior center, clinic and home visit conditions requiring occasional exposure to unpleasant elements and unhealthy situations. Special safety precautions, training, and protective clothing such as coat and gloves are required; noise levels are moderate with frequent interruptions. Operates computers, telephone, copiers, facsimile machines, and other standard office equipment; utilizes various types of medical equipment such as medical supplies, stethoscope, blood pressure gauge and syringes. Makes regular contacts requiring patience, tact and discretion with doctors, nurses, residence service coordinators, housing managers, dietitians, volunteers and clients; most contacts involve an information exchange dialogue. Has access to department-oriented confidential information, such as medical information about citizens. Errors such as failure to use proper nursing techniques when administering care, could be costly and injurious to the public health.

Physical Requirements: This position is required to stand, sit, talk and hear for extended periods; is frequently required to walk; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; specific vision abilities required include close and medium distance vision, peripheral vision and depth perception and the ability to adjust focus; ability to operate a keyboard; occasionally lifts up to 30 lbs; must be able to hear normal sounds, distinguish sound as voice patterns and communicate verbally. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Fair Labor Standards Act (FLSA) Status: Non-exempt

Employment Status & Hours: Regular Full Time Employment, Monday-Friday, 8a-4p.

Pay Rate: \$20.98-\$27.81/hour paid biweekly.

Employee Benefits: Health, Dental, Life Insurance and Flexible Spending Account (FSA)

Please send a letter of interest and resume by email only to:

personnel@holyoke.org

NO PHONE CALLS OR WALK IN INQUIRIES

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