

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2628

OPEN COMPETITIVE EXAMINATION FOR: PUBLIC HEALTH ASSISTANT

SALARY: \$20.76 ~ \$30.58/hr. Non-Exempt, 35 hrs./wk. Paid bi-weekly (NOTE: NEW HIRES START AT THE BEGINNING OF THE RANGE.

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

APPLICATIONS: May be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & **must be on file by 4:30 p.m. on:**

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

Maintains confidential student health records; Prepares student to see school nurse, collects and records data for health history to include height, weight, vital signs, medication history and allergies, as indicated; Prepares room for treatments based on reason for student visit including setting up equipment for breathing treatment, blood glucose monitoring, tube feeds and other duties as assigned; Prepares medical record for visit, reviewing protocols due, and communicates these to the nurse; Under the direction of a school nurse, assists patient in identifying and seeking help for specific problems, provides education regarding health issues, and enters information into online referral system for recommended follow-up services in the community; Schedules additional laboratory tests and makes outside referral appointments as directed by the school nurse and records pertinent data in the medical record; Assists the school nurse in contacting medical providers and students or their families for follow-up on missing documentation, missed appointments, recall testing, and outside referral appointments; Assists with various prevention clinics inclusive of but not limited to flu shot clinics, scoliosis screening clinics, hearing and vision screening clinics and medical or social services provided by external health care providers; Participates in the orientation of new personnel to Public Health Assistants' functions; Prepares and maintains daily records for the School Nurse; Assists in and documents the administration of State of Connecticut mandated health screenings; Performs first aid and initial documentation of complaints; Performs Cardio-pulmonary Resuscitation (CPR), naloxone (Narcan ©) administration and use of the Automatic External Defibrillator (AED) on individuals in emergency situations; Sets up medical equipment, cleans it after use and stores it securely; Reviews student immunization record to identify outstanding requirements; Updates documentation on health records as delegated by the School Nurse electronically using a platform for electronic medical records and/or on paper; Compiles statistical information, maintains records and submits reports to School Nurse; Prepares, distributes and collects various public health reports and correspondence to administrators, parents, students, doctors and colleagues; Maintains the limited operation of the health office in absence of School Nurse; Maintains safe and clean work area; Organizes and maintains health office materials and orders and picks up supplies when needed. Routinely stocks rooms, orders necessary supplies and cleans nursing exam area between patients following OSHA exposure control guidelines. Maintains inventory of nursing medications, instruments and equipment. Receive forms and input data into electronic student records in a timely manner as directed by the school nurse for clinic visits, new student transfers, medicine usage, student physicals, immunizations, and information from health care providers; Learn and use student database software and input data as required, including information needed for billing or records transfer; Performs other procedures, such as but not limited to, blood glucose checks, asthma monitoring, monitoring indwelling urinary catheters including emptying and measuring and documenting output, care of a stoma and/or emptying of an ostomy bag, monitoring tube feedings, all under the direction of the School Nurse when appropriately trained with supervision, evaluation, feedback and with a student Individualized Health Care Plan in place.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of office and medical terminology, procedures and equipment; strong customer service skills and understanding of the importance of maintaining decorum in the workplace; ability to communicate effectively and follow instructions both orally and in writing; must demonstrate aptitude in Microsoft Office software including Word, Teams, Excel; ability to accurately maintain and organize confidential medical records and prepare reports; good understanding of child development and positive youth communication techniques and a willingness to work with children; ability to make decisions in accordance with laws, ordinances, regulations and established procedures; ability to establish and maintain effective relationships with students, parents, administrators, doctors and colleagues in support of the School Nursing Program while maintaining discretion; ability to maintain a high level of ethical standards in handling confidential private health information as required by Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Right to Privacy Act (FERPA); ability to respond quickly to medical emergencies, ability to use and carry medical equipment weighing 20 pounds; ability to perform emergency first aid and cardio-pulmonary resuscitation (CPR) involving kneeling, bending and twisting. Familiarity with key concepts of health disparities, patient-centered care, trauma-informed care and the impact of Adverse Childhood Experiences (ACEs) is preferred. The PHA will communicate effectively and professionally with students, parents and staff in stressful circumstances. Skill in maintaining an orderly office environment including supply inventory and maintenance, security of medication storage and cleanliness of the office space.

**IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST
INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE
YOU HAVE THE FOLLOWING EXPERIENCE:**

A high school graduate or GED, a Medical Assistant certification and a minimum of one (1) year experience in a medical setting such as hospital, nursing home, home care, clinic, urgent care setting or medical office environment performing delegated and supervised tasks using electronic documentation systems.

ADDITIONAL REQUIREMENTS:

Must be in possession of First Aid and CPR certification.

**COPIES OF REQUIRED DOCUMENTS MUST BE SUBMITTED
AT TIME OF APPLICATION**

DIPLOMA OR TRANSCRIPTS and CERTIFICATIONS

This position is covered under the written agreement between the City of Waterbury and the Waterbury City Employees Association-WCEA. (SG WS4B per WCEA 2026-MBA-39 dated 8/1/24 and workweek schedule per WCEA MOA dated 10/5/22). The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. Appeal Process- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/D/V
EEOP Utilization Report at www.waterburyct.org

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C	N	O	F	C
Physical Demands					Depth Perception		X						
Standing			X		Color Distinction			X					
Walking			X		Peripheral Vision		X						
Sitting			X		Driving		X						
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)				X				
Pushing		X			Light Work (-20 lbs.)				X				
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching	X				Heat (90 degrees F or more)		X						
Crawling	X				Temperature Changes		X						
Reaching		X			Wetness		X						
Handling		X			Humidity		X						
Grasping		X			Extreme Noise or Vibration	X							
Twisting		X			Exposure to Chemicals	X							
Feeling				X	Exposure to Gases and Fumes	X							
Talking				X	Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids				X				
Repetitive Motion			X		Exposure to dampness		X						
Hand/Eye/Foot Coordination		X			Confinement to Small or Restricting Area	X							
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far		X			Physical danger or abuse		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Title: Public Health Assistant

Prepared on: July 28, 2020