

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Posting Notice**

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| <b>Civil Service Title:</b> Staff Nurse   | <b>Level:</b> 00   |
| <b>Title Code No:</b> 50910   | <b>Salary:</b> \$69,252<br><b>Frequency:</b> ANNUAL                          |
| <b>Business Title:</b> Head Nurse   | <b>Work Location:</b> 59-17 Junction Boulevard,<br>Rego Park, New York 11368 |
| <b>Division/Work Unit:</b> Health Management Division   | <b>Number of Positions:</b> 1  |
| <b>Job ID:</b> 211022   | <b>Hours/Shift:</b> Day  |
| <b>Job Description</b>  |  |
| <p>The New York City Department of Correction is seeking to recruit a Head Nurse to support the Health Management Division (HMD). Under the general supervision of the Director of the Health Management Division and with latitude to exercise independent judgement, the successful candidate will supervise the Infection Control nurses that are assigned in the field; ensure that all data is recorded in the Infection Control database; investigate exposures by performing surveillance in order to ascertain extent of exposure and scope of response; oversee the monthly vaccine schedule; serve as liaison between HMD, departmental facilities and external agencies; attend meetings pertaining to Infection Control; remain abreast of the current developments in the Infection Control field; monitor members of service that are on maternity and disability leaves by reviewing their medical fitness for duty documents; schedule appointments; assist in the clinic as required; work with the Environmental Health Unit to coordinate respiratory medical clearances and perform related duties as assigned.</p> |  |
| <b>Minimum Qualification Requirements</b>   |  |
| 1. A valid New York State Registered Nurse License.   |  |
| <b>Preferred Skills</b>   |  |
| <p>Candidates with a bachelors degree in nursing from an accredited college and a minimum of three (3) years of clinical nursing experience is preferred;<br/> A minimum of five (5) years of professional experience in a health facility with emphasis in occupational health issues is desired;<br/> Ability to establish and maintain effective working relationships with all levels of correctional staff;<br/> Ability to exercise independent judgment, prepare written reports and documents;<br/> Excellent writing, communication, inter-personal, and organizational skills.</p>  |  |
| <b>Residency Requirement</b>  |  |
| <p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>   |  |
| <b>To Apply</b>   |  |
| <p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID#211022.</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers/">www.nyc.gov/careers/</a> and search for Job ID#:211022.</p> <p>Submission of a resume is not a guarantee that you will receive an interview.<br/> Only those candidates under consideration will be contacted.</p>   |  |
| <b>Posting Date:</b> 08/31/2015   | <b>Post Until:</b> 09/30/2015  |

**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**