



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting resumes for the position of

## **NURSE PRACTITIONER**

**Salary:** \$89,295.00 - \$99,988.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

**To Apply:** Please mail, deliver or email the supplied application, resume, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission Office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Resumes must be submitted or postmarked no later than Friday, January 19, 2018.**

### **GENERAL STATEMENT OF DUTIES:**

Professional nursing work of more than ordinary difficulty and responsibility assessing the health status of clients to detect the presence of health problems. Manages health problems by the counseling and education of clients and, if necessary, by referral to other health providers or to other agencies; carries out diagnostic and therapeutic procedures, including the administration of medication and immunizations under physician - approved standing orders: performs these functions in clinic, home, school and other authorized settings; works with other nurses, health aides and outreach workers and performs related work as required, under the supervision of the City Medical Health Officer.

### **TYPICAL TASKS AND ASSIGNMENTS:**

Interviews clients and/or their relatives to obtain a complete personal, family, social and medical history; performs physical examinations using basic skills of inspection palpation, percussion and auscultation; and using stethoscope, otoscope, ophthalmoscope, percussion hammer and sphygmomanometer; may use other diagnostic modalities if approved in writing by the Medical Health Officer; distinguishes abnormal physical findings and other indications of suspected disease or defect which require medical consultation; performs tests for vision, hearing, tuberculosis, blood pressure and urine; obtains blood samples for various tests and performs other tests approved by and under the supervision of the Medical Health Officer; performs home visits as required for health surveillance, case management or follow-up; constructs from the assessment data a list of all health problems; develops and records for each problem a plan of management; differentiates between situations to be referred to a physician, a nurse, the emergency room of a hospital or to a specialized agency; follows up referrals to agencies or providers; recognizes need for medical reassessment or altered regime; counsels and advises clients on good health practices, on early signs of disease and regarding the care and management of acute and chronic medical problems. Conduct and manage physical evaluations for Fire Department Personnel.

All other duties as assigned by the Director of Public Health, Medical Advisor, and commanding authorities.

### **QUALIFICATIONS:**

#### **a) As to education, training, and experience:**

- Graduation from an accredited school of nursing with a bachelors' degree; Master's degree in nursing with advanced skill in physical assessment preferred.
- Graduation from a nationally recognized nurse practitioner training course.
- Current licensure as a registered professional nurse in Connecticut.
- Two years of satisfactory experience as a public health nurse in a community public health agency can substitute for the bachelor's degree.
- Any satisfactory equivalent combination of education, training and experience; as designated by the Director of Public Health.

**b) As to special knowledge, ability and skill:**

- A good knowledge of human development and of health patterns and problems of all stages of life (from birth to old age).
- A good knowledge of common pediatric health problems such as: diseases of infancy and childhood emotional problems, venereal diseases, teenage pregnancy, and substance abuse.
- A good knowledge of health maintenance and disease prevention and health surveillance.
- Skills in interviewing clients, recording medical and social data, and in performing physical examinations using a variety of medical instruments.
- Skills in performing injections, obtaining blood specimens, and in performing various medical tests.
- Ability to work well and to get along with others.
- Educated on and compliant with HIPPA regulations; maintains strict confidentiality of client information.
- Complies with Infection Control, Standard Precautions and OSHA standards for the healthcare professional.
- Responsible administrative and instructional ability. Ability to make regular and special reports related to his or her work.
- Ability to read, write and effectively communicate in English.

**c) Must possess a valid and current drivers' license.**

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk, hear, and see. Individual must be able to stand for long periods of time. The employee is required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, push, pull, crouch or crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally carry weights up 30 pounds. Individual must be able to pull 45 to 50 pounds and pull up to 150 pounds with assist.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

***An Equal Opportunity Employer MF/AA/DIS***

*For further information and contact:  
CIVIL SERVICE COMMISSION  
45 LYON TERRACE  
BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103*

**This is the application for the Nurse Practitioner position only.**

Do not use this application to apply for any other positions/examinations

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Resume
3. Contact information of three (3) professional references
4. Current License as a registered professional nurse in Connecticut

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission  
City Hall, Room 106  
45 Lyon Terrace  
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:  
[cob.jobs@bridgeportct.gov](mailto:cob.jobs@bridgeportct.gov)

Please be sure to answer all questions on this application and follow these instructions carefully.

Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.

An Equal Opportunity Employer MF/AA/DIS

CITY OF BRIDGEPORT, CONNECTICUT

**CIVIL SERVICE COMMISSION**

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

**Non-Competitive/Seasonal Employment Application**

Position Applied for	Nurse Practitioner	Date	
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APPLICANT INFORMATION								
Last Name				First Name			M.I.	
Mailing Address						Apartment/Unit #		
City			State			ZIP		
Phone			E-mail Address					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					

EDUCATION							
High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES			
<i>Please list three professional references.</i>			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			
Full Name			Relationship
Company			Phone
Address			

PREVIOUS EMPLOYMENT						
Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company				Phone		
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE			
Signature		Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

*For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.*

GENDER:  Male  Female

ETHNICITY:  Asian  Black (Non-Hispanic)  Hispanic  White  Other: \_\_\_\_\_