



# Lewis County Employment Opportunity

Department: Public Health & Social Services | Position: Public Health Nurse III

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 23: \$4,289 – \$4,505 (DOQ)

Full Salary Range: Grade 23: \$4,289 - \$5,767/mo.

Posting Opens: May 25, 2016

Posting Closes: Open until filled

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## DEPARTMENT / OFFICE

This position is with the Public Health & Social Services (PHSS) Department, Community Services Division, located at 360 NW North St., Chehalis, WA 98532

## POSITION SUMMARY

PHSS is looking for a registered nurse to head the new Nurse-Family Partnership team. In addition to supervising nurse home visitors, this position will conduct communicable disease investigations and provide support to families with children who have special health care needs.

Under general supervision, maintains absolute confidentiality of work-related issues, patient records and county information; complies with confidentiality standards of the Privacy Act of 1974 and HIPAA policies and procedures.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application packet between 8:00 a.m. and 5:00 p.m. at:

Lewis County Public Health Building  
360 NW North St., 3<sup>rd</sup> Floor  
Chehalis, WA 98532

Application packets may be requested by calling 360-740-1148.

All application materials must be received in the Public Health & Social Services Department. Application materials may be emailed to [sandi.andrus@lewiscountywa.gov](mailto:sandi.andrus@lewiscountywa.gov) or faxed to 360-740-1145 providing a signed hard copy follows within 5 business days. If following the online application process no hard copies need to be mailed.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, and possesses the knowledge, skills and abilities as identified in the job description.

## APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

**Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ Lewis County Employment Application
- ✓ Supplemental Questionnaire
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume
- ✓ Proof of required certifications

## MINIMUM REQUIREMENTS

- ▶ Bachelor's Degree in Nursing and
- ▶ Two (2) years experience as a Registered Nurse in public health programs
- ▶ Possess a current Washington State license as a Registered Nurse
- ▶ Valid Driver's License and reliable transportation
- ▶ May be required to pass criminal background check
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

**Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at 360-740-1408 or 740-1480 TTY.**

*Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.*