

# North Carolina Job Order Print Document

Job Order: **10764106**

Print Date: **10/24/2017 6:00:44 PM**

Office: **NCWorks Career Center- Lenoir County**

LWIA/Region: **Eastern Carolina Workforce  
Development Board**

## Employer Information:

Employer Name: **COUNTY OF GREENE**

How to Apply: **By Mail**

Company Website: **NA**

Application Comments: **No applications will be accepted after COB on November 1, 2017. Please submit a cover letter, resume, transcripts, and PD-107 (state application) to:**

## Nursing Vacancy

**Greene County Department of Public Health**

**227 Kingold Blvd., Suite B**

**Snow Hill, NC 28580**

**No calls please!**

## Location:

Main Address:

**County of Greene dba Greene County Department of  
Public Health  
227 Kingold Blvd, Suite B**

**Snow Hill, NC 28580**

Mailing Address:

**227 KINGOLD BLVD STE B**

**SNOW HILL, NC 28580-1303**

## Contact:

Contact: **Betty Shingleton**

Phone: **(252) 747-8183**  
**x325**

Fax: **(252) 747-4040**

Title: **ADMINISTRATIVE OFFICER I**

Email: **betty.shingleton@greencountync.gov**

## Job Details:

Occupational Code: **29114100 Registered Nurses**

Job Title: **Registered Nurse (RN)**

Industry Code: **93 - Total local government**

Number of Positions: **1**

Earliest Date to Display: **10/17/2017**

Type of Job: **Regular**

Duration: **Over 150 Days**

Referrals: **25**

Last Date Job Order Will Display: **11/1/2017**

Job Time Type: **Part Time (Less than 30 Hours)**

Special Job Category:

## Job Duties and Skills:

Description:

**Responsibilities and Duties will include but are not limited to the following:**

- 1. Primary responsibility will be interview clients in Child Health and Family Planning Clinics**
- 2. Make referrals in Child Health and/or Family Planning Clinics**
- 3. Follow-up of abnormal lab results**
- 4. Triage phone calls to ensure patient gets appointment in appropriate clinic**
- 5. Perform appropriate emergency aid to patients as needed**
- 6. Ordering of supplies used in clinic/stocking exam rooms**
- 7. Enter NCEDSS data (GCDPH will train, if necessary)**
- 8. STD treatment visits (Requires Enhanced Role Registered Nurse) (We will train, if necessary)**

9. **Timely reconciliation of 340B Medication Log between Realo Pharmacy and GCDPH**
10. **Work days and hours will be Tuesday and Wednesday 8 AM - 5 PM and Thursday 8 AM - Noon**

Special Software/Hardware Skills Needed: **Yes**

Special Skills: **Knowledge, Skills, and Abilities include:**

1. **Must have knowledge and skills in applying nursing skills, practices and principles.**
2. **Must have ability to apply public health principles.**
3. **Must have knowledge of community organization and development.**
4. **Must be able to work with other organizations and individuals.**
5. **Must be able to handle all personal contacts with public, fellow employees and representatives from other organizations in courteous, professional and prompt manner.**
6. **Must have good communication and counseling skills.**
7. **Must have the ability to interact with patients and maintain rapport.**

#### **Job Requirements:**

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements: **Drug Testing/Screening, Background Checks, Reference Checks**

Hiring Requirements Other:

Education Level: **Associate's Degree**

Months of Experience: **24**

Requires a Drivers License: **No**

Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

#### **Compensation and Hours:**

Minimum Salary: **19.75 Hour**

Maximum Salary: **22.76 Hour**

Pay Comments: **DOE (Depends on Experience)**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **20**

Shift: **Day Shift**

Benefits:

Other Benefits: **No Benefits Listed**

#### **Job Order Information to be Displayed Online:**

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

#### **Job Application Information Needed:**

##### **Req Section**

- Contact Information
- Employment History  Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

#### **Other Information:**

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

#### **Staff Information:**

Category: **Regular (Non Domestic)**

Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **10/27/2017**

Job Developer Mandatory Listing: **NA**

Employer Status: **Open and available**