STATE OF NORTH CAROLINA
invites applications for the position of:

Nurse Consultant
(Technical Assistance & Training Program)

**JOB CLASS TITLE:** Nurse Consultant

**POSITION NUMBER:** 65012878

**DEPARTMENT:** Dept of Health and Human Services

**DIVISION/SECTION:** Public Health/Epidemiology

**SALARY RANGE:** $41,480.00 - $90,661.00 Annually

**RECRUITMENT RANGE:** $54,998 to $73,989

**SALARY GRADE / SALARY GRADE EQUIVALENT:** 75

**COMPETENCY LEVEL:** Journey

**APPOINTMENT TYPE:** Time-Limited Full-Time

**WORK LOCATION:** Buncombe County

**OPENING DATE:** 10/04/17

**CLOSING DATE:** 10/25/17 5:00 PM Eastern Time

**DESCRIPTION OF WORK:**

Qualified applicants must meet and reflect on their application training and experience and all knowledge, skills, abilities and any experience specified in the supplemental question(s) to be considered.

The NC Department of Health and Human Services (DHHS), in collaboration with its partners, protects the health and safety of all North Carolinians and provides essential human services.

The Communicable Disease Branch of the Division of Public Health primarily deals with infectious diseases that are reportable by law to the state health department, as well as a few other communicable diseases of public health significance, such as influenza, norovirus infection and certain healthcare-associated infections.

This position is in the Technical Assistance & Training Program (TATP). Eight nurse consultants
within TATP provide consultation to public health nurses throughout North Carolina on surveillance, disease investigation and outbreak response for general communicable diseases, vaccine preventable diseases, and sexually transmitted diseases.

The TATP Nurse Consultant position is responsible for:

- Oversight of CD and STD programs for the 33 Western NC counties
- Onsite assistance during outbreaks for all the counties in NC
- Development and presentation of training opportunities related to outbreak investigation and Management for CD nurses in NC
- Onsite new CD nurse orientations for the 33 Western NC counties

This position is located in Buncombe County at the regional office for Communicable Disease but works statewide with a primary consultation area of 33 counties in the Western region of North Carolina. During outbreaks, this person may be required to serve anywhere in the state.

The person in this position should have recent experience in a local health department with experience as a lead CD nurse, Supervisor, Manager or Director.

**KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:**

*The following competencies must be documented in your job duties on your application and demonstrated in your employment history on your application. Generic job duties will not be considered- job duties should include the knowledge, skills, and abilities listed below (if applicable). See resume is not acceptable.*

- In depth knowledge of North Carolina Communicable Disease laws and administrative rules
- Experience with the NC LHD accreditation process, quality improvement and quality assurance activities
- Working knowledge of STD clinical services and epidemiology
- Ability to work independently and collaboratively to accomplish program objectives
- A valid North Carolina driver's license, due to extensive statewide travel associated with this position
- Impeccable written and oral communication skills
- Proficiency in MS Office Suite

**Management Preferences**

- Training and experience in leadership, teaching, and consultation
- Recent clinical experience in a local health department STD clinic
- Practice management experience as a supervisor or manager
- An advanced degree
- Working knowledge of NCEDSS

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**
Licensed to practice as a Registered Nurse in the State of North Carolina and two years of experience in the area of specialization. . . . . .
SUPPLEMENTAL AND CONTACT INFORMATION:
Please submit your application online.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account and click "Application Status." Processing can take up to 6-8 weeks.

To apply for this position please click the apply button above.

**Note: When required, you must answer the question(s) for this position or your application will be considered incomplete.**
To receive credit for your work history and credentials, you must list the information on the online application form in your work history and/or certificate and licenses. Any information not included on the application form cannot be considered for qualifying credit. All dates must be provided in the education section and work history. Any licenses or certificates must be included in the appropriate section of the application form. **All work experience MUST be included in the work history section of the application. Any information omitted from the application, but included in the resume (text or attached) WILL NOT be considered as qualifying experience.**

During the online application process if additional documentation is required, attach the documentation at the bottom of Step 4 in the application process. Such as: Applicants seeking Veteran’s Preference with State Government submit a copy of Form DD-214.

RIF candidates attach their notification letter.

Application must be received by 5:00 pm on the closing date.

**Applications for positions requiring specific coursework must be accompanied by a copy of the applicant's transcript.** Applicants with degrees not conferred at a United States college or university must attach verification that their degree is equivalent to a similar degree from a U.S. institution. The Office of State Human Resources uses the National Association of Credential Evaluation Services (NACES) as a referral resource for applicants who need to have their credentials certified as equivalent. For a list of organizations that perform this specialized service, please visit the NACES membership website at [http://www.naces.org/members.htm](http://www.naces.org/members.htm). Transcripts, degree evaluations and cover letters may be uploaded with your application.

The Department of Health and Human Services (DHHS) selects applicants for employment based on job-related knowledge, skills, and abilities without regard to race, color, gender, national origin, religion, age, disability, political affiliation or political influence. Pre-Employment criminal background checks are required for some positions.

The Division of Public Health uses Merit-Based Recruitment to select the most qualified applicants to fill positions Subject to the Personnel Act.

All applicants must complete and submit a State application for employment using the new NEOGOV Online Job Application System ([http://www.osp.state.nc.us/jobs/](http://www.osp.state.nc.us/jobs/)) for the State of North Carolina.

*** DEGREES MUST BE RECEIVED FROM APPROPRIATELY ACCREDITED INSTITUTIONS ***

DPH main locations, including their grounds, are tobacco-free as outlined in the Tobacco-free Campus Policy. All tobacco products, including e-cigarettes, e-hookahs, "vape products" and all smokeless tobacco products, may not be used in the indicated areas. For more information, please see the policy and FAQ posted here: [http://publichealth.nc.gov/employees/](http://publichealth.nc.gov/employees/)
For technical issues with your applications, please call the NEOGOV Help Line at 855-524-5627. If there are any questions about this posting other than your application status, please contact HR.

CONTACT INFORMATION:
Division of Public Health
Human Resources Office
Phone: 919-707-5450
https://www.youtube.com/watch?v=yJ9yr4NRDiY

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.oshr.nc.gov/jobs/index.html

NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government
Nurse Consultant (Technical Assistance & Training Program) Supplemental Questionnaire

* 1. Are you licensed to practice as a Registered Nurse in the State of North Carolina?  
   ☐ Yes  ☐ No

* 2. Do you have experience with the NC LHD accreditation process, quality improvement and quality assurance activities? (You must show all related experience on your application to receive credit.)  
   ☐ Yes  ☐ No

* 3. Do you have a valid driver's license and the ability to travel throughout the state?  
   ☐ Yes  ☐ No

* 4. Do you have clinical experience in a local health department STD clinic? (You must show all related experience on your application to receive credit.)  
   ☐ Yes  ☐ No

* 5. Do you have experience as a nurse manager, supervisor or director? (You must show all related experience on your application to receive credit.)  
   ☐ Yes  ☐ No

* 6. Do you have experience in the development and presentation of training material? (You must show all related experience on your application to receive credit.)  
   ☐ Yes  ☐ No

* 7. To be considered for this position, you must clearly show within the body of the application how you meet the state mandated minimum education and experience requirements for this vacancy. To receive credit for the supplemental questions in which you answered yes, you must provide supporting information within the body of the application to support your answer. G.S. 126 -30 speaks to fraudulent disclosures given to meet position qualifications. Have you provided the correct information for our screening process?  
   ☐ Yes  ☐ No

* Required Question