



TOWN OF MANCHESTER



POSITION AVAILABLE

SCHOOL READINESS NURSE
Monday-Friday; 19.5 hours/week;
\$25.00/hour

CLOSING DATE: Open Until Filled

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under general supervision of the Director of Human Services, the School Readiness Nurse shall act as the Health Consultant of record for the Manchester Early Learning Center Preschool Program.

KNOWLEDGE AND SKILLS REQUIRED: Knowledge of related health policies and practices. Exceptional organizational skills. Excellent written and verbal communication skills. Ability to work independently on a variety of assignments. High level of attention to detail. Ability to establish and maintain effective working relationships with co-workers, supervisors, customers, and the general public.

MINIMUM QUALIFICATIONS: Current license as a Registered Nurse (Connecticut license preferred). A minimum of one year experience in a Public/Community Health, School Health, or related setting. Valid Connecticut Driver's license required. Bilingual (English/Spanish) a plus but not required.

Applications and job description are available on our website at: www.townofmanchester.org. To apply online, please visit www.townofmanchester.org. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.