

JOB ANNOUNCEMENT (INTERNAL)

POSITION INFORMATION

Job Title: Employee Health Nurse
Division: Human Resources **Department:** Human Resources
Reports to: SVP, Human Resources **Classification:** Regular, Full Time
Opening Date: February 20, 2019 **Closing Date:** February 25, 2019

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation	Monday – Friday from 8:00AM – 5:00PM	Schedule	Monday – Friday from 8:00AM – 5:00PM; subject to change if needed
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BASIC PURPOSE OF THE JOB

Promotes health and safety of all employees by facilitating an Employee Health Program which includes but is not limited to disease detection, prevention and treatment; follow up of employee illnesses and injuries; conducting employee health screenings; and promotion and education of a safe and healthy work environment.

QUALIFICATIONS

Minimum Education	<ul style="list-style-type: none">▪ Graduate of an accredited school of nursing.▪ Registered Nurse license from the Territory of Guam
Minimum Work Experience	<ul style="list-style-type: none">▪ Experience with immunizations, patient education and work injuries
Required Skills, Knowledge and Abilities	<ul style="list-style-type: none">▪ Listening, independent and interpersonal skills

OVERVIEW OF JOB RESPONSIBILITIES

1. Develops, implements and monitors the Employee Health Program based on federal and local laws, Medicare, and Joint Commission requirements.
2. Conducts surveillance and follow-up of employee exposures to communicable diseases.
3. Refers employees with identifiable limitations and / or health risks to appropriate resources in compliance with ADA laws.
4. Develops, implements and monitors an Influenza Vaccination Program.
5. Provides education on and an as needed basis regarding infection control and isolation practices.
6. Develops, implements and monitors the Hospital's Worker's Compensation Program based on the requirements of local laws.
7. Reviews and validates all employee, FMLA requests and medical certifications for returning to work after a medical leave of absence.
8. Oversees the Employee Wellness Program, including but not limited to the Tobacco Cessation, Get Fit, etc.
9. Manages the Pre-employment and random drug screening.
10. Follows all organization and department or unit policies and procedures.
11. Assures quality services and promotes positive employee relations.
12. Effectively communicates departmental, organization and industry information to employee partners as it relates to Employee Health.

*Complete job description provided upon employment