



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Staff Nurse II - Part-Time**

*An Equal Opportunity Employer*

**SALARY**

\$38.47 - \$46.76 Hourly

**OPENING DATE:** 03/28/18

**CLOSING DATE:** 04/11/18

**THE POSITION**

***Work in the beautiful Valley of the Moon!***

The County of Sonoma Department of Health Services is seeking a qualified, California-licensed Registered Nurse for their Staff Nurse II - Part-Time (32 hours per week) position in the Juvenile Institutions Health Program.

**What Makes Sonoma County a Great Choice**

We offer expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment that provides continuous training and education, and the satisfaction of knowing that you are working to better our communities. You can also look forward to some excellent benefits\*, including:

A cash allowance of approximately \$3.45 per hour paid, in addition to the regular hourly rate, up to a maximum of 80 hours per pay period

Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range

An annual Staff Development/Wellness Benefit allowance up to \$600

Competitive vacation and sick leave accruals, plus 11 holidays per year

County paid premium contribution to several health plan options

Defined benefit retirement plan fully integrated with Social Security

County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits

\*Benefits described herein do not represent a contract and may be changed without notice.

**Juvenile Hall and the Staff Nurse Position**

Located in the Juvenile Justice Center, Juvenile Hall is a locked, residential detention facility with a bed capacity of 140. The newly designed, state-of-the art facility sits at the entrance of the Valley of the Moon in the beautiful hills of Mount Hood. In Juvenile Hall, a multi-disciplinary team of health professionals from Public Health and Behavioral Health provides incarcerated minors with a broad range of health services.

Along with performing general registered nursing functions, the Staff Nurse II is responsible for the performance of specific medical functions, including assessments and treatments. This position must work harmoniously in a multi-cultural setting and work within the security guidelines of the facility. The ideal candidate will possess:

- Some experience providing nursing care in a detention setting to an incarcerated population
- Experience providing services to incarcerated minors including immunization administration, care coordination with other providers, as well as assessments and

- treatments according to standardized procedures for RNs
- The ability to observe, assess, and report both physical and emotional symptoms and conditions of patients
  - An aptitude for working with minors and parents/guardians sympathetically and tactfully
  - The ability to work all shifts, including days, evenings, nights, and weekends

This employment list may also be used to fill future part-time or extra-help positions as they occur during the active status of this list.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**MINIMUM QUALIFICATIONS**

**Education:** Academic course work which directly relates to the knowledge and abilities listed. Normally, graduation from an approved school of nursing will meet these requirements.

**Experience:** Any combination of training and experience that will provide an opportunity to acquire the skills, knowledge and abilities listed. Normally, six months recent professional nursing experience in an acute care facility would provide this opportunity.

**License:** Possession of a valid California license as a Registered Nurse. Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California, may be required depending upon assignment, to perform the essential job functions of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Working knowledge of:** the modern methods, theories, techniques and procedures used in professional nursing; all aspects of the nursing process; assessment, planning, implementation and evaluation; medical terminology, hospital routines, procedures, equipment and facilities.

**Considerable knowledge of:** the use, administration and effects of medicines and narcotics.

**Knowledge of:** safety and infection control procedures.

**Skills in:** performing both basic and advanced nursing techniques.

**Ability to:** accurately assess patient's needs and to quickly recognize and manage changes in the patient's condition; observe and report both physical and emotional symptoms and conditions of patients; function as a team leader; deal with patients and their families sympathetically and tactfully while carrying out prescribed treatment; assist patients in understanding and accepting their diagnosis, conditions and treatments; follow oral and written directions of a technical and professional nature in detail; motivate and teach patients and patients' families in assisting in their own care, treatment and health maintenance; protect the rights of patients and maintain confidentiality of all hospital and medical related matters; establish and maintain cooperative working relationships and effective communication with other hospital and medical personnel; chart legibly, concisely, accurately and informatively; maintain, interpret and evaluate nursing charts, records and reports; work during weekdays, weekends, holidays, and various shift hours; comply with common hospital rules, regulations, practices and procedures; stand and walk for long periods and work under mental and physical strain.

**SELECTION PROCEDURE**

**& SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.

- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions may be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

**ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

**HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: TF  
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.yourpath2sonomacounty.org>  
OR  
575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/03-2012-OPT  
STAFF NURSE II - PART-TIME  
TF

## Staff Nurse II - Part-Time Supplemental Questionnaire

\* 1. How did you first learn about this opportunity?

- ☐ CalJobs
- ☐ College or University
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ Los Cien
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Other Internet Site
- ☐ Other Publication

\* 2. Please indicate if you would also be interested in future extra-help (temporary, intermittent, or seasonal employment) positions should they become available.

- ☐ I would also like to be considered for future extra-help positions.
- ☐ I am only interested in the part-time position.

\* 3. Do you possess a valid California license as a Registered Nurse?

- ☐ Yes   ☐ No

\* 4. Please provide your California RN license number below.

\* 5. Do you have the ability to work all shifts, including days, evenings, nights, and weekends?

- ☐ Yes   ☐ No

\* 6. Please describe your professional experience as a Registered Nurse. Detail any experience you have working as a part of an interdisciplinary team.

\* 7. Please describe your experience collecting patient histories, performing physical exams, conducting phlebotomy, and giving vaccinations to adolescents.

- \* 8. Please describe your experience working in a detention facility. If you do not possess this experience, please state "N/A."

\* Required Question