



# British Virgin Islands Health Services Authority

## Vacancy Notice No. 12 of 2024

### PUBLIC HEALTH NURSE

The BVI Health Services Authority (a client-centered healthcare organization) invites qualified and professional applicants for the position of **Public Health Nurse**. For the effective functioning of the department, the Public Health Nurse will provide leadership in assessing and analyzing the health needs of assigned communities, through surveillance and forecasting the effects of diseases and behaviors within communities. Also strategically plan, develop and implement public health programs, in collaboration with Public Health Nurse Zone Manager and other relevant personnel. Additionally, organize and supervise Community Nurses, Nursing Assistants and Orderlies; designate and assign staff appropriately in providing care to pre-schools, high risks individuals and groups in the community; ensures education and health promotion activities are conducted through partnerships with medical fraternity and other NGOs agencies. In this capacity the Public Health Nurse also monitors and ensure estimated coverage percentages are achieved for the various targeted populations. Advocate for the health needs of the community and ensure individuals within the community have access to appropriate and efficient nursing and medical care through the advice/guidance of the Public Health Nurse Zone Manager and Chief Public Health Nurse.

#### **PRIMARY DUTIES & RESPONSIBILITIES** *(included but not limited to):*

##### **Clinical Duties**

1. Design and lead in the surveillance of communicable and non-communicable diseases to ensure that community coverage is achieved and within the timeframe established by the Zone Manager.
2. Document trends of disease within communities daily and forecast the effects of the disease by establishing a realistic up-to-date system, with accurate information on findings, for bi-weekly and monthly report presentations.
3. Conduct regular analysis to include risk factors of disease prevalence and advocate for change through education, health promotion and partnering with other agencies.
4. Survey and assess the impact of behaviors at least two times a month, on religious practices and beliefs on wellness.
5. Strategically design, implement and monitor regular programs that will mitigate and manage the spread of disease throughout the communities.
6. Advocate and participate daily in the management of comprehensive delivery on services to clients within the community and attending assigned public health facilities.
7. Provides clinical care services to persons attending the clinic within the community on a daily basis and as required.
8. Participate in emergency response within communities as to ensure timely care can be possible within the communities when necessary.
9. Participate in regular disaster management assignments, by identifying the needs of each community and partners within the community to aid in disaster response.
10. Participate in regular rehabilitation and re-integration of clients discharged from the hospital to ensure that an effective recovery experience can be achieved at all times.
11. Provide family and community support through networking with other support agencies, for the purpose of building a strong cohesive bond and trust within the family communities as assigned.

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**PRIMARY DUTIES & RESPONSIBILITIES** *(included but not limited to):*

**Administration**

1. Supervises and assigns clinical staff on community visits.
2. Maintain an effective health needs community profile and registry.
3. Collates community data analyses and prepare bi-weekly, monthly and quarterly reports on trends of disease and impact of services and interventions.
4. Participates in designing policies and protocols in accordance to best practices for community nursing

**Human Resources**

1. Participates in the performance appraisal, promotion and discipline of nursing staff within primary and community health as required.
2. Participates in designing corrective strategies for staff where necessary to ensure progressive development within the department can be achieved at all times.
3. Participate in professional development and promotion of best practices in nursing for the purpose of building a dynamic and efficient nursing culture.

**MINIMUM REQUIREMENTS:**

**Educational/Training Requirements**

- ❖ Bachelor of Science Degree in Nursing (BSN)
  - ❖ Certificate/Diploma in Midwifery
  - ❖ Diploma/Certificate in Public Health Nursing
- OR
- ❖ Bachelor of Science Degree in Nursing
  - ❖ Diploma/Certificate in Midwifery
  - ❖ Bachelor of Science Degree in Public Health Nursing

**Experience**

- ❖ At least five years' experience in Public Health Nursing.
- ❖ At least five years' supervisory experience

**Licenses/Certifications**

- ❖ Must be duly licensed in Country of Origin and be in good standing.
- ❖ Must be licensed in the British Virgin Islands

**Knowledge, skills and abilities**

- ❖ Nursing policies and nursing procedures
- ❖ Public Health and Community Health Programmes and procedures
- ❖ Public Health concepts
- ❖ Application of evidence-based nursing practice
- ❖ Excellent organizational and conflict resolution skills.
- ❖ Excellent leadership and motivational skills.
- ❖ Computer literacy is an essential requirement of the job.

**Physical Demands**

- ❖ The physical demands are minimal and typical of similar jobs in comparable organizations.

**Work Environment**

- ❖ The work environment is representative and typical of similar jobs in comparable organizations.

**SALARY:** \$50,931.00 - \$58,571.00 (Commensurate with qualifications and experience.)

**CLOSING DATE:** 24<sup>th</sup> April 2024

To apply, please send curriculum vitae (resume) and letter of application to:  
Human Resources Manager, BVI Health Services Authority, P. O. Box 439, Road Town, Tortola VG1110, British Virgin Islands  
E-mail address: [employment@bvihsa.vg](mailto:employment@bvihsa.vg)