



West Virginia

## Nurse 3 - Kanawha-Charleston Health Department - Kanawha Co..

<b>SALARY</b>	\$3,613.08 - \$6,315.75 Monthly \$43,357.00 - \$75,789.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	KANA2505 PSA
<b>DEPARTMENT</b>	HD20-Kanawha-Charleston Health Department	<b>OPENING DATE</b>	05/23/2025
<b>CLOSING DATE</b>	6/7/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

Under limited supervision, performs professional work at an advanced level providing direct nursing services, administrative review, or program direction at the Kanawha Charleston Health Department. Provides comprehensive services to individuals or groups in a variety of structured or unstructured health care settings. Provides health care including prevention, rehabilitation services, counseling, education, and care of acute and long-term illnesses. Some nursing interventions may be unpredictable in outcome and require frequent reassessment and adaptation of techniques. May provide specialized direct care to patients with complex health problems; intervenes with the emphasis on continuing care. Works inter-dependently with other health professionals. May serve as charge nurse of local health department nursing service. Shift work may be required. Travel may be required. Performs related work as required.

### Examples of Work

- Reviews nursing policies and protocols to evaluate impediments to patient progress; recommends or initiates changes to facilitate health care services.
- Reviews patient records to determine effectiveness of nursing care and recommends modifications to nursing practices at the facility; evaluates the facility and recommends the acquisition of new equipment, instruments or medical goods.
- Oversees patient care in assigned area; directs other licensed and unlicensed staff in the provision of services, functionally or in a line position.
- Interviews patients or their families to complete a medical history and to make psychosocial and physical assessment.
- Identifies and documents changes in patients' health, especially those which interfere with the individuals' ability to meet basic needs.
- Establishes a priority of care based on identified needs.
- Provides direct patient care to individuals with varied health problems in a structured setting or patient home.
- Uses established criteria to evaluate patient care; modifies plan of care as necessary and documents changes.
- Carries out the prescribed care according to established nursing practices; contacts physicians to report significant changes in patient health.
- Refers patients to alternative public or private agencies for continuing care; negotiates agreements with local service agencies to better serve the community.

- Meets with family, significant others, and members of the nursing team to establish and evaluate short and long-range treatment goals.
- Evaluates nursing research to determine the applicability of findings to current nursing practices.
- Writes management reports and other documentation as needed.

**Knowledge, Skills and Abilities**

- Knowledge of the organization's rules and regulations.
- Knowledge of the theory, principles, and practices of nursing.
- Knowledge of the signs and symptoms of a variety of common and acute health disorders.
- Knowledge of medications, their effects, and their side effects.
- Knowledge of community and other service resources available to patients.
- Skill in the application of nursing techniques and instruments.
- Ability to assess and document physical and psychosocial conditions.
- Ability to develop patient care plans.
- Ability to motivate patients and their families to practice healthier lifestyle behaviors.
- Ability to utilize knowledge of the pathology of prevalent diseases and health problems.
- Ability to communicate effectively with patients and their families.
- Ability to negotiate with service organizations and others.
- Ability to evaluate nursing services and recommend solutions.
- Ability to write narrative reports.
- Ability to provide specialized care for a specific patient population.
- Ability to select and apply relevant health information to health needs of individuals or groups.
- Ability to supervise nursing personnel.

**Click The APPLY Link To Apply Online.**

**IMPORTANT:** Your eligibility will be based on information provided in your resume or application; therefore, make sure your resume or application is detailed and complete. You **MUST** complete ALL parts of the application OR upload a resume to your submission.

**ATTENTION:** Applicant must verify post high school education by submitting an official transcript or diploma, training or licensure earned pertaining to this position by the closing date of the posting, if not previously verified. If you are claiming Veterans preference, please submit "MEMBER 4" form and/or your VA Letter. Protecting your personal information is our highest priority. If your official transcript, training/licensure, or Veterans documentation contains your Social Security Number and/or birthdate, please redact that information before submitting it to the Division of Personnel.

Please attach documents to the online application before submitting it. Or, you may email it to: [applicantservices@wv.gov](mailto:applicantservices@wv.gov) or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one (1) or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for one-hundred eighty (180) days or until the job is filled. Application for this job does not automatically qualify you for other positions. Be sure to submit your application for each position of interest.

To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a [Job Interest Card](#) from the slide-out menu located at the top left of our *Job Opportunities* page.

**Minimum Qualifications**

**Training:** Baccalaureate degree in nursing from an accredited four-year college or university and two years of full-time or equivalent part-time paid experience as a registered professional nurse.

**OR**

Successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program and three years of experience as a registered professional nurse.

**OR**

Professional certification from a recognized national nursing certifying organization as a nurse or nurse practitioner in the area of assignment plus two years of full-time or equivalent part-time paid experience as a registered professional nurse.

**OR**

Successful completion of an associate degree in nursing from an accredited college or university or a diploma nursing program; plus baccalaureate degree in the health sciences or behavioral sciences and two years of full-time or equivalent part-time paid experience in nursing.

**OR**

Master's degree in nursing from an accredited four-year college or university.

**Special Requirement:** Current West Virginia license or temporary permit to practice as a registered professional nurse.

**\*\*\*Your complete work history is needed to qualify you for positions. Please be as detailed as possible and list all of your past employment.\*\*\***

**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<http://www.personnel.wv.gov>

**Nurse 3 - Kanawha-Charleston Health Department - Kanawha Co.. Supplemental Questionnaire**

**\*QUESTION 1**

The minimum qualifications for this job title are as follows: Successful completion of an Associate's degree in Nursing from an accredited college or university or a diploma nursing program PLUS THREE (3) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse AND current West Virginia license or temporary permit to practice as a Registered Professional Nurse. \*OR\* Successful completion of an Associate's degree in Nursing from an accredited college or university or a diploma nursing program PLUS a Bachelor's degree in the health sciences or behavioral sciences PLUS TWO (2) years of full-time or equivalent part-time paid experience in

nursing AND current West Virginia license or temporary permit to practice as a Registered Professional Nurse. \*OR\* Professional certification from a recognized national nursing certifying organization as a nurse or nurse practitioner PLUS TWO (2) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse AND current West Virginia license or temporary permit to practice as a Registered Professional Nurse. \*OR\* Bachelor's degree in Nursing from an accredited four-year college or university PLUS TWO (2) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse AND current West Virginia license or temporary permit to practice as a Registered Professional Nurse. \*OR\* Master's degree in Nursing from an accredited four-year college or university AND current West Virginia license or temporary permit to practice as a Registered Professional Nurse. Please note: All college, university or vocational school education, licensure or certification must be verified by attaching a copy of an official transcript, license, or certificate to your online application or by emailing it to the West Virginia Division of Personnel at: [applicantsservices@wv.gov](mailto:applicantsservices@wv.gov) Job duty descriptions of all experience MUST be included in the Work History section of your online application or be clearly stated on your attached resume in order for them to be considered as qualifying experience toward the minimum qualifications. Please include details of daily job duties on your online application or resume. Do you have a current West Virginia license or temporary permit to practice as a Registered Professional Nurse or reciprocity in West Virginia (example: Nurse Licensure Compact - [here](#) (Download PDF reader) )?

- ☐ Yes
- ☐ No (please do not apply.)

#### \*QUESTION 2

Please enter your West Virginia Registered Nurse license number or temporary permit information here for verification purposes (if you do not have this, please enter "N/A".)

#### \*QUESTION 3

How do you qualify for this job title? (Please verify education attaching a copy of your official transcript or diploma to your online application or resume or by emailing it to [applicantsservices@wv.gov](mailto:applicantsservices@wv.gov); job duty descriptions of all work experience should be listed in the work history section of your online application.)

- ☐ I have an Associate's degree in Nursing from an accredited college or university or a diploma nursing program PLUS THREE (3) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse.
- ☐ I have an Associate's degree in Nursing from an accredited college or university or a diploma nursing program AND a Bachelor's degree in the health sciences or behavioral sciences PLUS TWO (2) years of full-time or equivalent part-time paid experience in nursing.
- ☐ I have a professional certification from a recognized national nursing certifying organization as a nurse or a nurse practitioner PLUS TWO (2) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse.
- ☐ I have a Bachelor's degree in Nursing from an accredited four-year college or university PLUS TWO (2) years of full-time or equivalent part-time paid experience as a Registered Professional Nurse.
- ☐ I have a Master's degree in Nursing from an accredited four-year college or university.
- ☐ I do not meet any of the above training & experience requirements. (Please do not apply.)

#### \*QUESTION 4

Were all of the jobs listed on your online application or resume paid? Please note that compensation may not only be salary or wages; it may also be room and board, gas mileage, etc.

- ☐ Yes
- ☐ No

**\*QUESTION 5**

If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.

**\*QUESTION 6**

Were all of the jobs listed on your application or resume full-time positions? If not, please list your part-time positions below.

**\*QUESTION 7**

We do not accept any of the following documentation. These will not be utilized during the application process. This documentation will not be reviewed or accepted. 1) Unofficial transcripts 2) High School Diplomas/transcripts 3) Unrelated documents not pertaining to the position for which you are applying 4) Any international degree **that has not been evaluated by a N.A.C.E.S. (National Association of Credential Evaluation Services) approved organization.** For more information, please visit: <https://www.naces.org/members> Please do not attach any of the above documentation to your application, nor send it to the Division of Personnel via email or regular mail. I have read and understand this statement pertaining to my application.

☐ Yes

☐ No

**\*QUESTION 8**

**Confirmation.** By submitting my application I confirm and agree that all application statements are correct. I further understand that all my information is subject to verification and any misrepresentation is grounds for permanent disqualification.

☐ I confirm the above statement.

\* Required Question