

# United States Postal Service

## *External Publication for Job Posting 79919439*

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

### *Branch*

Boston District

### *Job Posting Period*

09/09/2014 - 09/23/2014

### *Job Title*

OCCUPATIONAL HEALTH NURSE

### *Facility Location*

GREATER BOSTON DISTRICT  
25 DORCHESTER AVE RM 4006  
BOSTON, MA 02205-0098

ATTENTION: We will communicate with you by email concerning your application, so it is very important that you are able to receive our messages. Please add the following email addresses to your contact list to allow correspondence especially if you use a Yahoo account, Spam blocking software, or use a work, college, or military address:

ecareerworkflow@usps.gov

usps\_support@panpowered.com

USPSeServices@geninfo.com

Questions concerning this position may be addressed to: Greaterbostonhiring@usps.gov

### *Position Information*

TITLE: OCCUPATIONAL HEALTH NURSE

NON-SCHEDULED DAYS: Saturday/Sunday

HOURS: 7 am - 4 pm

SALARY RANGE: 54,851 annual salary

FINANCE NUMBER: 240798

BENEFIT INFORMATION: The salary will be based on current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

### *Persons Eligible to Apply*

Applicants must be U.S. Citizen or have Permanent Resident Alien Status.

### *Background Check*

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 10-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S.

government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

### **Functional Purpose**

Assists in implementing and participates in programs to support Total Resource Management services for Postal Service health and safety goals and objectives.

### **DUTIES AND RESPONSIBILITIES**

1. Implements, monitors, and participates with the Occupational Health Nurse Administrator and Associate Area Medical Director in all occupational health programs and services within the assigned Postal District.
2. Serves as a medical resource for each District's total resource management program including but not limited to: \* Absence management \* Return to work \* Fitness for Duty/Threat Assessment reviews \* Family Medical Leave Act \* Transitional Duty \* District Reasonable Accommodation Committee \* Ergonomic Risk Reduction Program \* Voluntary Protection Program/Program Evaluation Guides reviews \* Serious accident reviews
3. Assists in conducting applicant pre-employment medical evaluations (eMAP).
4. Assists Occupational Health Service in scheduling required medical examinations, e.g. Fitness For Duty Examinations, Focused Examinations, Return to work Examinations, FMLA Second and Third Opinion Examinations, etc.
5. Assists Occupational Health Service in scheduling drug screening and other testing.
6. Assists in preparing, compiling, analyzing and maintaining occupational health service related reports.
7. Prepares, updates and maintains confidential employee health records.
8. Assists in maintaining and updating Light Duty Tracking program reports.
9. Assists Health and Resource Managers, Occupational Health Nurse Administrator, and Operations in conducting assessments of medical documentation, contacting employees absent from work due to non-occupational injury or illness when appropriate, and monitoring Light Duty assignments.
10. Serves as medical resource along with OHNA and AAMD for Health and Resource Management Managers and Specialist to review and interpret medical documentation on work related injuries.
11. Serves as medical resource along with OHNA and AAMD for Health and Resource Management Managers and Specialists by writing to treating physicians to obtain clarification of status and restrictions for employees who have work related injuries or illnesses.
12. Serves as medical resource along with OHNA and AAMD on the District Assessment Team.
13. Assists the Occupational Health Nurse Administrator in developing and implementing Health Promotion and Disease Promotion programs for the District.
14. Assists in the provision of medical education programs for management and employees.
15. Assists in the implementation of immunization programs, e.g. Hepatitis B, influenza, etc.
16. Assists Safety in meeting requirements of the Safe Driver Program.
17. Serves as a medical resource for management and employees for general health issues along with OHNA and AAMD.
18. Provides emergency medical response.
19. Other duties as assigned.

### **SUPERVISION**

Occupational Health Nurse Administrator

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

### **Requirements**

Licensed Registered Nurse (RN) in the Commonwealth of Massachusetts and current CPR certification by closing date of this announcement.

**DESIRABLE QUALIFICATIONS:**

- Advanced basic training as a Nurse Practitioner or Physician's Assistant;
- Certification in Occupational Health;
- Field experience in occupational/industrial nurse.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

**IMPORTANT INFORMATION:**

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at [FairChanceActSupport@usps.gov](mailto:FairChanceActSupport@usps.gov). Further information can be found at [www.usps.com](http://www.usps.com).

**SPECIAL NOTE:** Current career Postal Service employees are ineligible to apply to this posting.