

**TOWN OF SUDBURY**  
Position Posting  
**Public Health Nurse**  
**Board of Health**  
35 hours per week

The Town of Sudbury is seeking an energetic, self-motivated individual to work as the Public Health Nurse. This position is under the general direction of the Director of Public Health.

Responsibilities include administrative and technical work in providing community health care services to include health promotion, disease prevention, health maintenance, health education, emergency and pandemic preparedness, as well as possessing a thorough knowledge of Public Health regulations in accordance with the established state mandates, department rules, regulations, policies and procedures. Requires someone who possesses excellent communication skills, superior judgment and ability to work independently, as well as collaboratively. This positions requires flexible hours and some weekend work.

The ideal candidate will have a Bachelor's degree in Nursing from an accredited institution as well as over four years of experience in public health nursing or community health nursing. Familiarity with emergency preparedness and school nursing programs, preferred.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/HR>.

*Starting* salary range is \$32.92 to \$35.55 per hour DOQ; excellent benefits. Send letter of interest and resume to Maryanne Bilodeau, Asst. Town Manager/HR Director via e-mail to [bilodeaum@sudbury.ma.us](mailto:bilodeaum@sudbury.ma.us). Resumes accepted until 5:00 p.m. on October 29, 2014. AA/EOE

See detailed Job Description below.

# Public Health Nurse

## **Position Purpose:**

Performs administrative and technical work in providing community health care services to include health promotion, disease prevention, health maintenance, health education, emergency and pandemic preparedness and coordination; all other related work, as required.

## **Supervision:**

Works under the general direction of the Director of Public Health, and in accordance with the established state mandates, department rules, regulations, policies and procedures; works independently to complete assigned tasks.

Performs varied and responsible functions requiring a thorough knowledge of Public Health regulations; exercises judgment and initiative; refers more difficult issues or situations to the Director of Public Health.

## **Job Environment:**

Work is generally performed under varying office, clinic, or community conditions with normal interruptions during the workday; may be required to work outside of normal hours to accommodate Health Department and Board of Health initiatives. Employee may be occasionally exposed to blood, other body fluids and infectious diseases.

Performance of duties requires composure during emergencies and/or high incident volume periods. Employee is exposed to various weather conditions when traveling for the job.

Utilizes and operates diagnostic testing equipment; medical equipment; computers and other office equipment as needed; operates a motor vehicle.

Makes frequent contacts with school Nurses, Senior Center Staff, Community Social Worker, local and state public health officials and department personnel; communication is through personal discussion or written communications. Contacts require patience, tact and discretion.

Has access to confidential health information, including communicable disease information and sensitive medical information, which requires appropriate judgment, discretion and professionalism.

Errors could result in injury or death, endangerment of public health and safety, delay or loss of services, poor public relations and legal repercussions.

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## **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Develops and implements policies and procedures for all public health areas of responsibility; coordinates the distribution of such information; ensures implementation.

Works in conjunction with the Public Health Director to develop goals, objectives, regulations, compliance and operating practices for the Community Health Nursing Program; provides feedback to the Board and the Public Health Director.

Coordinates with additional healthcare professionals who may be needed to assist in providing program services.

Upon direction from the Public Health Director, follows up on communicable and reported diseases; enforces quarantine and isolation regulations; communicates with MDPH and physicians for successful disease intervention, surveillance, and prevention of outbreaks.

Enforces the immunization or revaccination of Public School students for public health and safety; maintains and implements up-to-date guidelines and procedures.

Inventories, maintains and manages dispensing of vaccines, provided by the Massachusetts Department of Public Health; maintains appropriate documentation for vaccine management; plans and coordinates regularly scheduled activities and clinics; coordinates locations for flu clinics and blood pressure clinics.

Conducts community-wide flu/pneumonia clinics for seniors and other residents who meet Department of Public Health guidelines; plans and coordinates program for Medicare and private supplemental HMO reimbursement for administration cost of State allocated vaccines; plans and conducts flu clinics for Town and School employees.

Schedules and administers immunization clinics when needed.

Reviews, helps prepare and helps administer public health budget; prepares reports; makes recommendations for contracted services.

Assesses the community's Public Health nursing needs and initiates programs, interventions and solutions to meet needs.

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Works cooperatively with other health care providers, professionals and community groups to assure that community health needs are identified. Makes recommendations for programs and services.

Responds to citizen inquires and concerns related to disease transmission, disease prevention and health promotion.

Prepares reports, surveys and proposals required by the Massachusetts Department of Public Health and the Board of Health to support and maintain programs and services; maintains statistics for ongoing Board of Health reporting requirements and the annual Town report. Compiles and issues a comprehensive Status/Progress/Planning Report once per month.

Assists in the Health Department's inspection of recreational camps by auditing medical related records and procedures mandated by state regulations.

In cooperation and conjunction with other local, state and federal organizations, develops and implements Medical Reserve Corps (MRC) related plans. Participate in the CERT and Local Emergency Planning Committee as it relates to public health responses. Primary coordinator for the Health Department for town-side emergency and pandemic preparedness matters for the town and Region 4A, and other areas as necessary. Develops and implements, as necessary emergency town-wide immunization clinics for large-scale pre-event exposure to bioterrorism events; participates in Bioterrorism Epidemiology/Infectious Disease Response Planning.

Assists Health Director or Food Inspector in food borne illness cases.

Performs similar or related work as requires or as the situation dictates.

**Recommended Minimum Qualifications:**

**Education:**

Bachelor's Degree in Nursing from an accredited institution.

**Experience:**

Over four (4) years of experience in public health nursing or community health nursing experience; familiarity with emergency preparedness, and school nursing programs is highly preferred.

**Substitution:**

Comparable nursing experience may be substituted for the public health or community health nursing requirement.

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**License/Certificate:**

Current Registered Professional Nurse in the Commonwealth of Massachusetts.

Currently certified or obtains certification within the probationary period in cardiopulmonary resuscitation (CPR) and first aid.

Must possess a valid driver's license.

NIMS and ICS 100

MAVEN and ISIS

**Knowledge, Abilities and Skills:**

Thorough knowledge of public health and school nursing principles, practices and procedures.

General knowledge and familiarity of state and local programs and resources.

Knowledge of federal, state and local laws and regulations pertaining to public health programs and reporting requirements.

Working knowledge of drug and immunization interactions and adverse side effects.

Ability to deal tactfully and communicate appropriately with town residents, town employees, other agency's personnel, the general public, and other personnel and convey medical information when necessary.

Ability to assess community health needs.

Ability to maintain detailed records.

Ability to read and interpret laws, rules and regulations pertaining to health programs.

Ability to work effectively with minimal supervision.

Ability to multi-task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions.

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User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Good communication skills with the ability to communicate effectively both verbally and in writing at all times.

Excellent customer service skills.

**Physical Requirements:**

Minimal to moderate physical effort required in performing duties under typical office and community conditions. Frequently required to stand and walk over various surfaces. Ability to utilize and operate medical and office equipment. Vision and hearing at or correctable to normal ranges. Ability to sit, stand, reach, walk and hear. May be required to carry, lift or assist in an emergency.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*

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