

POSITION: Sudbury Public Health Nurse (Part-time) Per Diem

DEPARTMENT: Health

SALARY: \$36.90 (hourly)

HOURS: As-Needed Not to Exceed 19hr/week

Statement of Duties: The employee performs many and varied professional nursing duties to reduce the incidents of disease and promote health issues and wellbeing of residents of Sudbury. The employee also assists in emergency preparedness, planning and response. Employee is required to perform all similar or related duties.

Supervision Required: Under general supervision of the Public Health Nurse and Board of Health Director. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. Checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility: Employee is not required to regularly supervise any employees. The employee provides direction and guidance to department volunteers who serve as members of the Medical Reserve Corps.

Confidentiality: Employee has access to confidential information in accordance with the State's Public Records Law such as department records including those related to communicable diseases and medical records.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and, in some case, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation, or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized nursing practices, procedures, regulations, or guidelines.

Work 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 business hours on a 24/7 basis for immediately reportable infectious disease investigations.

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.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, health partners' coalitions, and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties regularly present occupational risk to the employee through communicable diseases or equipment failure. Special safety precautions or procedures are required such as wearing gloves or protective garments when conducting health clinics or screening for communicable diseases.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Conducts communicable disease investigations, primarily COVID – 19;
2. Administering intra-muscular injections for Flu immunizations;
3. Maintains related client/clinic records.
4. Uses knowledge from nursing, social, and public health sciences.
5. Must maintain current uninhibited, unrestricted Registered Nurse License.
6. Assist with clinic related phone calls.
7. Responsible for the management, storage and handling of vaccines.
8. Assists and participates in the organization and development of the department's emergency preparedness programs.
9. Performs similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience: Bachelor of Science Degree with three to five (3-5) years related work experience in community health nursing or public health nursing is preferred; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Registered Nurse License (RN) in the Commonwealth of Massachusetts

MAVEN Experience

Valid Class D Motor Vehicle Driver's license required

CPR Certification

NIMS and ISC 100 preferable

Knowledge, Abilities and Skills

Laws and regulations pertinent to communicable diseases

Proficient data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications and ZOOM platform.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Some physical demands are required to perform the essential functions of this position. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee may be required to occasionally lift, push or pull objects such as books, office equipment, clinic supplies, pandemic trailer supplies, and public presentation supplies.

Motor Skills: Duties may involve close hand and eye coordination and physical dexterity.

Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to conduct laboratory tests, perform microscopic experiments, or administer injections.

Visual Demands: The employee is required to constantly read documents for general **understanding and analytical purposes and be able to routinely determine colors.**