



Town of Needham Massachusetts

Town of Needham	Health & Human Services Department / Public Health Division
Grade: GE-22 Status: Full-Time	Assistant Director of Public Health for Nursing & Behavioral Health

Overview:

Under the direction of the Director of Health and Human Services, the Assistant Director of Public Health for Public Health Nursing & Behavioral Health functions as a senior manager within the Public Health Division and is a designated agent of the Needham Board of Health.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health is responsible for the communicable disease control efforts, all epidemiological functions, local and regional substance use prevention activities, mental health promotion, and a host of wellness initiatives.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health supports the Director and establishes long and short-range plans, objectives, and professional performance standards, and shares responsibility for achieving the Public Health Division's goals and objectives. In particular, the Assistant Director of Public Health assesses the Public Health Division's functions and recommends performance, policy and process improvements.

She/he supervises four full-time staff members, two part-time staff members, two or three graduate-level interns, and more than a dozen per diem/substitute Public Health Nurses. She/he is also the lead of the Town's Medical Reserve Corps, organizing a cadre of three dozen health and medical emergency volunteers. She/he leads the Domestic Violence Action Committee as Co-Chair, and coordinates three other important external committees or working groups, and administers a series of federal and state grants.

Duties:

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health oversees and conducts communicable disease investigation, surveillance, and case management. He/she investigates outbreaks and conducts epidemiological surveys of all cases of diseases dangerous to the public health. These efforts are undertaken in concert with the Massachusetts Department of Public Health (MDPH) using the Massachusetts Virtual Epidemiologic Network (MAVEN), and may occur on a "24x7" basis in emergency circumstances. These efforts involve the maintenance and revision of electronic records in MAVEN for communicable disease investigation, surveillance, and case management.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health directs the implementation of influenza vaccination clinics, as well as pop-up clinics in response to disease outbreaks. During these activities, she/he manages and organizes a large staff of part-time, per diem, and volunteer nurses and other health professionals. She/he has access to confidential medical and communicable disease records, as well as all division-related confidential information including personnel records, pending public health-related lawsuits, criminal investigations and other sensitive information. He/she has access to town-wide confidential information in regard to emergency preparedness for bioterrorists events.

This position requires significant responsibility and discretion. Errors in either the technical application of recognized public health nursing and epidemiology procedures, or in the interpretation of related information, could seriously endanger public health and safety, have legal and financial ramifications, and cause severe adverse public relations for the division and for the Town, and lead to catastrophic disease outbreaks.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health manages vaccine administration through the MDPH MIIS system, and is responsible for the handling, storage, and overall quality control of vaccines and other medications annually.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health coordinates and manages the Needham Public Access Defibrillation Program (PAD), which includes the maintenance and upkeep of automated external defibrillators (AED) throughout Town buildings and the provision of CPR/AED training classes for Town of Needham employees and volunteers.

In addition to managing a team of Public Health Nurses and volunteers, the Assistant Director of Public Health for Public Health Nursing & Behavioral Health is also directly involved in clinical work on a regular (daily or near daily) basis. He/she oversees and performs a variety of public health nursing duties including the delivery of health screening programs and wellness clinics; such functions are provided both to Town of Needham residents and to employees of the Town of Needham and the Needham Public Schools.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health assesses reports of food poisoning and carries out activities necessary for protection of the community, working with the Environmental Health Agent if the outbreak is traced to a public eating establishment. He/she inspects and issues licenses for a variety of children's programs including camps for children, toddlers, and infants in accordance with appropriate laws, regulations and procedures, and additionally coordinates with the Environmental Health Agent for the inspection and licensure body art and tanning facilities, ensuring compliance with appropriate laws, rules and regulations.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health provides outreach and education regarding communicable diseases (including but not limited to bioterrorism and immunizations) to community-based agencies, health care facilities and providers, individuals, and groups. He/she delivers presentations and trainings to community groups and writes articles for newspapers and community publications. He/she covers a broad range of topics, including general wellness, safety from mosquito and tick-borne illnesses, and mental health promotion.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health prepares reports, maintains confidential records, and researches public health and medical data and evidence-based practices; he/she collects quantitative and qualitative community data to create, develop and implement health programs.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health collaborates with first responder agencies and municipal departments as an active member of the Town's emergency management team; he/she manages the training, exercising, and deployments of Needham's Medical Reserve Corps volunteers, and coordinates the administrative requirements associated with the MRC (including CORI/SORI and licensure checks).

Through management and supervision of Needham's substance use prevention program staff, the Assistant Director of Public Health for Public Health Nursing & Behavioral Health manages the implementation of substance use prevention and education programs, practices, and policies within the Town of Needham to reduce youth and all-age substance use and to promote positive health and wellness. She/he utilizes the Substance Abuse and Mental Health Services Administration's Strategic Prevention Framework (SPF) in all facets of this work to decrease youth substance use and build community collaboration.

The Assistant Director of Public Health for Public Health Nursing & Behavioral Health conducts detailed policy analysis, researches policies and regulations, and drafts "case for change" memoranda. In conjunction with the Director, he or she develops new public health regulations and revises existing regulations. he/she is responsible for the maintenance of public health records and the preparation of monthly and annual reports, drafts regulations, bylaws and warrant articles.

The Assistant Director of Public Health represents the Town by preparing cases for court and performs other health functions as requested by the Director of Health & Human Services. She/he attends and presents reports to the Board of Health at monthly meetings, represents the Director and the Public Health Division on Town-wide, regional, and state committees, task forces, and working groups, assists the Director with the preparation and administration of the division's operating and capital budgets, and performs other related duties as assigned. She/he Co-Chairs Needham's Domestic Violence Action Committee (DVAC), and is responsible for managing staff members who support a number of other committees and working groups including the Substance Prevention Alliance of Needham (SPAN), the Needham Coalition for Suicide Prevention (NCSP), and regional four-town Substance Abuse Prevention Collaborative (SAPC).

The essential functions or duties listed are intended as illustrations of various types of work to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, and logically related to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Basic Knowledge:

The duties of the Assistant Director of Public Health for Public Health Nursing & Behavioral Health require knowledge of both nursing and public health functions. A Bachelor's degree in Nursing is required, and a Master's degree in nursing, public health, or social work is strongly preferred.

Alternately, a Bachelor's degree in a related field such as public health or social work will be considered when combined with licensure as a Registered Nurse, and evidence of advanced graduate level training or a Master's degree in public health or a related field.

Required Credential:

The position of Public Health Nurse requires active and valid Massachusetts licensure as a Registered Nurse, and an active and valid certification in Cardiopulmonary resuscitation (CPR).

Preferred Credential:

Licensure beyond the Registered Nurse level—as a Nurse Midwife or Nurse Practitioner, for example—will be considered a plus, but is not required.

Evidence of additional graduate-level (beyond the Master's degree level) course work or continuing professional education in the fields of public health, nursing, community health, or a related field is strongly preferred. And documentation of cross-training in other public health functions, especially through certifications or credentials (such as SERV Safe Food Training), is strongly preferred.

Active and valid certification as an *instructor* in CPR instructor is highly preferred.

Experience: The Assistant Director of Public Health for Public Health Nursing & Behavioral Health requires five (5) to seven (7) years' work experience in public health or nursing, and ideally experience with both. Nursing experience in a community health setting, ambulatory care setting, or experience with unique patient populations (seniors, for example) is considered a plus. Work experience as a volunteer, intern, or part-time employee may be considered to fulfill a pro-rated portion of this requirement.

Independent Action: The Assistant Director of Public Health for Public Health Nursing & Behavioral Health functions independently with modest direct supervision, utilizing discretion and judgment to make important policy and enforcement decisions, and refers truly unusual problems to the Director of Health and Human Services for guidance. He/she operates within the scope of Board of Health regulations, Massachusetts General Laws and nursing scope of practice/licensure.

Supervisory Responsibility: The Assistant Director of Public Health for Public Health Nursing & Behavioral Health functions independently within a broad scope of established clinical responsibilities and regulatory powers and in alignment with Board of Health regulations, Massachusetts Department of Public Health regulations and guidelines, and Massachusetts General Laws. She/he supervises four full-time staff members, two part-time staff members, two or three graduate-level interns, and more than a dozen per diem/substitute Public Health Nurses. She/he is also the lead of the Town's Medical Reserve Corps, organizing a cadre of three dozen health and medical emergency volunteers.

Physical and Environmental Standards:

- A combination of office and field work. Field conditions include a variety of settings such as indoor and outdoor spaces in houses, restaurants, schools, and congregate living settings such as long-term care facilities or residential schools. Fieldwork may occur at all times of the day (and occasionally evening) and during all seasons and all types of weather.

- Sustained periods of standing and walking, as well as regular interruptions to assist citizens.
- Must be able to climb stairs, bend, kneel, and perform other physical activities during clinics, inspections, and SAFTE visits. There may be sustained periods of standing and walking on various terrain and surfaces and carrying medical equipment and supplies.
- May spend extended periods at computer workstation, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.

Other Requirements:

- Possession of a valid state-issued driver's license.
- Licensure as a Registered Nurse in the Commonwealth of Massachusetts is required, or the ability to attain such licensure within a period of time as specified by the Director of Health & Human Services.
- Active and valid Cardiopulmonary resuscitation (CPR) certification is required; active and valid certification as an *instructor* in CPR is desired.