



Job Title	Public Health Nurse
Department	Health & Human Services Department, Public Health Division
Employment Status	Full-time
FLSA Status	Exempt

Scope of Work

Under the general direction of the Assistant Director of Public Health, the Public Health Nurse performs a variety of professional nursing and health education functions and duties in the community.

Supervision

Received	Assistant Director of Public Health or designee of the Director of Health and Human Services
Exercised	Provide some functional supervision to per diem Public Health Nurses, volunteers and co-op students.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Conduct communicable disease investigation, surveillance, and case management, including investigating outbreaks and conducting epidemiological surveys of diseases dangerous to the public health; report to the State Department of Public Health all diseases on the list of diseases required to be reported by the Massachusetts General Laws; assist physicians in control and treatment; and consult to school nurses on communicable disease issues.
- Assist in delivering health screening programs, wellness clinics and vaccination clinics for children, influenza, and COVID-19, and provide first aid to Town employees.
- Provide information and trainings to community groups and write articles for newspapers and community publications across a broad range of health topics including general wellness, safety from mosquito and tick-borne illnesses, and mental health promotion.
- Identify vulnerable populations and create training, educational, and informational programs based on current community needs, adapting for a variety of audiences as needed.
- Train community groups and Town Staff in CPR/AED/First Aid and provide oversight of the AEDs in Needham Town offices.
- Prepare reports, maintain confidential records, and research public health and medical studies as well as evidence-based practices to inform the development of policies; supervise student nurses in field experience from local universities.
- Supports community/population health needs assessments and data collection.

- Perform diversified duties to render professional nursing services and health education relating to the public health in the community, homes, clinics, day care centers, schools, and in the office, under the direction of the Board of Health and Health Officer following the Massachusetts General Laws and standard nursing procedures.
- Receive reports of food poisoning and carry out activities necessary for protection of the community, working with the Environmental Health Agent if the outbreak is traced to a public eating establishment.
- Inspect sites for a variety of children's programs, such as day care facilities, nursery schools and issue licenses for camps for children, toddlers, and infants in accordance with appropriate laws, regulations and procedures. Inspect and issue permits to tanning facilities for compliance with appropriate laws, rules and regulations.
- Assist persons and families with financial, social, and emotional problems to obtain needed medical, social or psychiatric services through community resources; participate in localized community fundraising efforts.
- Through cross-training, provide back-up coverage for other professional staff as required.
- Participate in civil defense and other emergency situations as required; attend Board of Health meetings as required; and perform other professional nursing and health education functions and duties as requested.

Other Job Functions

- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Nursing and public health functions equal to completion of four years of college training. A bachelor's degree in nursing is desired, although a bachelor's degree in a related field such as public health, education, or social work will be considered when combined with licensure as a Registered Nurse and nursing work experience.
- Minimum of four years of work experience in nursing or public health, ideally experience in both fields. Part-time and volunteer experience may be considered to fulfill a portion of the work requirements.

Preferred

- Nursing experience in a community health setting or with unique populations is not required but is considered a plus.
- A background in policy and/or community education attained through either significant work experience or through the achievement of a graduate degree in public health, education, or a related field is highly desired.
- Cardiopulmonary Resuscitation (CPR) trainer certification preferred or must have the ability to obtain within one year of employment.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Board of Health, Massachusetts General Laws and standard nursing procedures • Proper safety practices, procedures, and regulations applicable to work being performed
Ability to	• Function independently within broad scope of procedures • Refer budget or requests for relief staffing to Health Director where clarification of Board of Health policies and procedures may be required
Skill In	• Health service delivery • Patient care • Research • Medical screening

Necessary Special Requirements

- MA state-issued RN license and updated continuing education credits are required.
- Current and valid certification in Cardiopulmonary Resuscitation (CPR), or ability to obtain
- Possession of a valid state-issued driver's license

Physical Demands

- Some periods spent in non-office environments, including schools, private homes, day care facilities, and satellite clinics.
- Some travel by private car within Town and to neighboring towns.
- Exposure to possible infectious and communicable diseases, contagions and other biological hazards, requiring exercise of appropriate safety and universal precautions. Utilize proper techniques in handling sharp instruments.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment, and making difficult visual inspections in the field. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Regular lifting and carrying of medical supplies and records requiring appropriate use of body mechanics up to and including 50 pounds.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.