

**Position Title:** Public Health Nurse  
**Department:** Health Department  
**Reports to:** Director of Public Health  
**Hours:** 35 hours per week  
**Date:** September 23, 2021  
**Salary:** Up to \$82,000.00  
**Benefit Eligible:** Yes

The Town of North Reading is located 18 miles northwest of Boston in a suburban setting. There are approximately 15,500 citizens, with robust diversity of age span, excellent schools, growing recreational activities and spaces in town.

**Definition:**

Professional Nursing, including on site nursing for the purpose of protecting Public Health. The Public Health Nurse performs nursing and administrative work to provide and organize various public health programs and services. Responsible for assessing the public health needs of the community, addressing issues of concern, planning interventions and completing and reporting evaluations of such initiatives.

**Supervision:**

Works under the direction of the Director of Public Health. Performs highly responsible work of complex and technical nature which involves the exercise of judgement and initiative.

**Work Environment:**

Work is performed both indoors, in typical office conditions, and in the field, with exposure to inclement weather conditions and with potential exposure to unsanitary conditions or hazardous materials. May be required to work outside of normal business hours at night or on weekends. The employee operates standard office machines, medical equipment, and automobile.

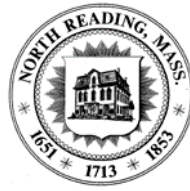
The employee has regular contact with the general public, schools and other town departments and property owners, tenants, operators and managers of establishments handling food products; occasional contact with State officials and staff. Contacts are in person, by telephone, in writing or by email.

The employee has access to department oriented confidential information, such as medical records.

**Essential Duties and Responsibilities:**

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

- Provides follow-up on all cases of infectious and communicable disease to control outbreaks, conducts home and site visits, as needed, consults with physicians.
- Investigates reports of communicable diseases; maintains records and completes reports; conducts follow-up visits and/or other contact; serves as a resource person to school nurse dealing with infectious diseases.
- Participates in community health programs; follows up on complaints received by the Board of Health



- Responds to emerging pathogen issues including the 46 diseases and health issues reportable to the Department of Public Health in the Commonwealth of Massachusetts.
- Plans and implements wellness clinics: influenza vaccinations, pneumonia vaccinations, blood pressure clinics and other as identified by a needs assessment. Is responsible for the documentation and maintenance of all records for wellness clinics in accordance with DPH guidelines and good nursing practices.
- Provides general information to callers on public health rules, regulations and procedures; performs a variety of general administrative tasks, including composing correspondence and assisting in program development.
- Orders, oversees storage and distribution of vaccines medical supplies and equipment. Also, documents temperature MDPH vaccination logs as required
- Oversees implementation of various state public health programs.
- Prepares all required reports of findings and recommendations, notifies the Director of any serious problems. Performs similar or related work as required, or as situation dictates.
- Collaborates with Human Services/Council on Aging and Veteran's Affairs to address ongoing and emergency medical needs of the elderly, at risk individuals and Veterans.
- Responsible for inspection of medical records for recreational camps for children.
- Organizes internship programs for the Health Department and oversees community interns, the assigned projects and provides an evaluation for the Department upon completion of the internship.
- Collaborates with the Director of Public Health regarding Public Health Emergency Preparedness plans, drills and exercises and may be required to attend local, regional or state meetings.
- Coordinates with the Director of Public Health regarding food-borne illness complaints and follow ups, providing individuals or group education for prevention, treatment and follow up.
- Collaborates with school nurses regularly regarding seasonal or episodic childhood illnesses or outbreaks. Responsible for identifying and presenting education and resources for the school nurses.
- Provides the community with seasonal and ongoing education through written articles for the Transcript, via NORCAM or by presentations in person to groups large and small.
- Performs other similar duties upon request.
- Ability to develop and present policy and educational information to targeted audiences.

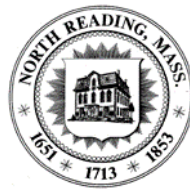
#### **Knowledge, Ability and Skill:**

Knowledge of public health nursing principles and practices. Knowledge of public health resources. Working knowledge of environmental and public health principles, practices, procedures and techniques.

Ability to enforce and interpret regulations to public firmly, tactfully and impartially. Ability to assess individual and group health needs and problems. Ability to communicate effectively in written and oral form. Ability to establish and maintain cooperative relationships with town officials, public health officials and the general public. Ability to work independently.

Skill in the use of various medical equipment. Excellent interpersonal skills. Technologically proficient: MS Word, PowerPoint, Excel, Outlook and MIIS system.

Working knowledge of infection control practices and immunology. Ability to interpret scientific data and provide appropriate summary and make recommendations.



**Education:** Bachelor Degree in Nursing preferred.

**Required Certification:** Registration by the Commonwealth of Massachusetts as a Registered Nurse.

**Additional Certifications:** Ability to obtain certification in CPR/AED and MAVEN.

| Physical Requirements  |                                |  |  |
|--|--------------------------------|--|--|
| <b>PRIMARY</b>   |                                | <b>COGNITIVE AND SESNORY REQUIREMENTS:</b> |  |
| LIFT up to 10 lbs:   | Occasionally required          | Talking:                                   | Necessary for communicating with others.           |
| LIFT 11-25 lbs.:   | Occasionally required          | Hearing:                                   | Necessary for receiving instructions and queries.  |
| LIFT 26-50 lbs.:   | Not required.                  | Sight:                                     | Necessary to perform job effectively and correctly |
| LIFT over 50 lbs.:   | Not required.                  | Tasting & Smelling:                        | Not required.                                      |
| CARRY up to 10 lbs.:   | Occasionally required.         |  |  |
| CARRY 11 to 25 lbs.:   | Occasionally required.         |  |  |
| CARRY 26 to 50 lbs.:   | Not required.                  |  |  |
| CARRY over 50 lbs.:  | Not required.                  |  |  |
|  |                                |  |  |
| REACH above shoulder height:                                 | Occasionally required.         | <b>Other Physical Considerations</b>       |  |
| REACH at shoulder height:                                    | Frequently required.           | Twisting:                                  | Occasionally required                              |
| REACH below should height:                                   | Occasionally required.         | Bending:                                   | Occasionally required                              |
| PUSH/PULL:   | Occasionally required.         | Crawling:                                  | Not required.                                      |
|  |                                | Squatting:                                 | Occasionally required                              |
|  |                                | Kneeling:                                  | Rarely required                                    |
| <b><u>DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:</u></b> |                                | Crouching:                                 | Rarely required                                    |
|  |                                | Climbing:                                  | Occasionally required                              |
| <b><u>Consecutive Hours</u></b>                              |                                | Balancing:                                 | Not required.                                      |
| Sit:   | 1 2 3 4 5 6 7 8 - Varies Daily |  |  |



|                                       |  |                                 |                     |
|---------------------------------------|--|---------------------------------|---------------------|
| Stand                                 | 2 2 3 4 5 6 7 8 - <b>Varies Daily</b>  | <b><u>HAND MANIPULATION</u></b> |                     |
| Walk                                  | 3 2 3 4 5 6 7 8 - <b>Varies Daily</b>  | <b>Grasping:</b>                | Frequently required |
|                                       |  | <b>Handling:</b>                | Frequently required |
| <b><u>Total Hours</u></b>             |  | <b>Torquing:</b>                | Frequently required |
| Sit                                   | 1 2 3 4 5 <u>6</u> 7 8   | <b>Fingering:</b>               | Frequently required |
| Stand                                 | <u>1</u> 2 3 4 5 6 7 8   |                                 |                     |
| Walk                                  | <u>1</u> 2 3 4 5 6 7 8   |                                 |                     |
|                                       | -  |                                 |                     |
| <b><u>Controls and Equipment:</u></b> | Computer, telephone, copy and facsimile machines.  |                                 |                     |
| <b><u>Work Surfaces:</u></b>          | Standard office desk and chair, computer work station; tile, carpet, cement floor; table; service counter. Also, outside exposure to general construction areas, grass and pavement. |                                 |                     |