



TOWN OF BURLINGTON

Human Resources Department

Joanne M. Faust, SPHR, Human Resources Director

Cheralyn Rosati, Human Resources Coordinator

Notice of Job Vacancy – Board of Health Supervising Nurse

Reporting to the Director of Public Health, the Supervising Nurse is responsible for the oversight of the Board of Health's public health nursing functions.

Essential functions include, but are not limited to:

- Creating, promoting, implementing, and evaluating of public health clinics and educational programs;
- Conducting home health visits;
- Participating in emergency preparedness initiatives as required by the Massachusetts Dept. of Public Health;
- Maintaining an inventory of medical supplies;
- Administering immunizations;
- Conducting communicable disease investigations;
- Providing case management and direct observational therapy (DOT) for active TB cases;
- Other duties which relate to public health nursing.

Minimum qualifications include a Bachelor's Degree in Nursing, current licensure by the Commonwealth of Massachusetts as a Registered Nurse, current certification in CPR, a valid driver's license, and a minimum of three years of experience in public health nursing or a related field. Must be willing and able to obtain Levels 100, 200, and 700 National Incident Management System certificates. Experience in program planning, community nursing, and health education, along with knowledge of public health laws is desirable.

This position is included within the Burlington Municipal Employees Association bargaining unit. Salary for this position is within Grade 11, of the BMEA contract and includes comprehensive and generous benefits. This is a full-time position, 35-hours per week. Attendance at evening Board of Health meetings is required. Position is anticipated to begin on September 6, 2022.

Apply at <https://burlington.catsone.com/careers> (preferred). Alternatively, applications may be obtained at Town Hall or at www.burlington.org and directed to:

Joanne Faust, Human Resources Director
Town of Burlington
29 Center Street
Burlington, MA 01803

Applications received by June 3, 2022 will receive first consideration. Position will remain open until filled.

PLEASE NOTE: MA General Laws mandate that any individual having direct contact at any time with either children or senior citizens be subject to CORI screening by the Criminal History Systems Board. Any conditional offer of employment is contingent upon acceptable CORI results.



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www.burlington.org • hr@burlington.org

The Town of Burlington is an Equal Opportunity Employer