

TOWN OF NORWOOD

EMPLOYMENT OPPORTUNITY



Title: Public Health Nurse
Department: Public Health Department, Norwood Town Hall
Status: FLSA Exempt, 40 hours per week, non-union position
Salary: FY23 N11 \$1,412.72 - \$1,498.27/Weekly (salary range exceeds the hiring range)
An additional 5% may be granted for candidates with a related master degree

Essential Job Functions:*

- Under the general direction of the Director of Public Health or Assistant Director, the Public Health Nurse performs a variety of professional nursing, social support, inspections, and health education functions and duties.
- Conducts communicable disease investigation, surveillance, and case management. 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 24/7 basis in emergency circumstances. These efforts involve the maintenance and revision of electronic records in MAVEN for communicable disease investigation, surveillance, and case management.
- Communicates with nursing homes, schools, daycare facilities, hospitals, and other organizations on disease control and prevention.
- The Public Health Nurse receives reports of food poisoning and carries out activities necessary for protection of the community, working with the Sanitarian if the outbreak is traced to a public eating establishment. He/she inspects and issues licenses for a variety of recreational summer camps, tanning facilities and body art establishments in accordance with appropriate laws, regulations, and procedures. Through cross-training the PHN provides back-up coverage and support for other public health staff when needed. Works with schools to enforce immunization requirements with students and advises parents, students and School Nurses on vaccine protocols and resources.
- Receives and records reports of pulmonary and extra pulmonary tuberculosis. Investigates reported cases. Identifies contacts of infected persons and reports these to the Department of Public Health. Screens high-risk groups within the general population. Assists in the identification, transportation and hospitalization of patients eligible for admission to a hospital. Assumes responsibility for the medical case management of tuberculosis and the uninterrupted treatment of patients. Provides appropriate nursing services as necessary. Manages all cases of tuberculosis; provides daily Directly Observed Therapy (DOT) for all multi-drug resistant cases. Acquires sputum specimens and submits to lab for testing. Proceeds with compulsory hospitalization as necessary.
- The Public Health Nurse plans, organizes, and conducts influenza vaccination clinics, as well as pop-up clinics in response to disease outbreaks. In the course of these activities, the Public Health Nurse manages and organizes a staff of volunteer nurses and other staff. He/she manages vaccine administration through the MDPH MIIS system.

Minimum Requirements:*

- The duties of the Public Health Nurse require nursing and public health competencies. 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.
- Bachelor's degree in nursing; five years of nursing experience with at least two years of experience in community health; or any equivalent combination of education and experience.
- The position of Public Health Nurse requires active and valid Massachusetts licensure as a Registered Nurse; a current and valid certification as an instructor in Cardiopulmonary resuscitation (CPR) is preferred.
- Knowledge of communicable diseases/infection control, vaccine and immunization procedures and laws, state regulations and codes, and public health principles. Working knowledge of drug and immunization interactions and adverse side effects. Knowledge of human services and familiarity with community facilities, and resources for providing local services.
- Ability to remain calm, concentrate and perform all responsibilities in a professional manner at all times, particularly during emergencies and periods of high activity levels. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to handle stressful situations. Ability to assess individual and group health needs and problems and to interpret medical findings and public health laws and regulations to the general public. Ability to maintain detailed and extensive records and to prepare reports from same. Ability to deal tactfully and appropriately with town employees, the general public, and refugees/immigrants. Ability to work efficiently and effectively with minimal supervision.

**This posting is not meant to be inclusive of all job duties or qualification requirements. Complete job description is available by emailing the contact below.*

Interested Town of Norwood employee candidates should submit a cover letter and resume to the email address listed below, position is open until filled applications will be reviewed as they are received

Please reference Requisition #2022-016 on all materials:

The Town of Norwood is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status.