



CITY OF  
**NORTHAMPTON**  
MASSACHUSETTS

ANN #: 23-103 I/O

**NOTICE OF POSITION  
VACANCY**

**ISSUED: 10/03/22**  
**CLOSING DATE: 10/17/22**

**LOCATION: Health Department**

## **PUBLIC HEALTH NURSE**

- **One Full-time (with Benefits) Vacancy (40 Hrs/week)**
- **Full Hourly Rate Range: Band I \$30.24 - \$39.70**

**DEFINITION:** Position is responsible for ensuring the health and wellness of Northampton residents, including investigating, reporting and analyzing incidences of communicable diseases, performing health screenings and vaccination programs; and providing education and developing policies through the analysis of evidence based principles.

### **ESSENTIAL FUNCTIONS:**

Investigates and documents communicable disease cases. Provides health information and educational materials to health care providers and residents in effort to decrease spread of disease. Confers with inspectors and health care providers in managing cases; implements Department of Public Health guidelines in event of outbreak of communicable diseases. Maintains knowledge of emerging pathogens and community risk factors; aids in developing health policies to respond to outbreaks.

Works in conjunction with school nurses and administrators to identify public health needs within the community.

Coordinates, plans, executes annual flu vaccination clinics; supervises the distribution of vaccines; orders and bills for vaccines; answers providers' questions. Maintains inventory of all supplies; completes and submits reports to appropriate agencies as requested.

Does community outreach; develops, researches and makes presentations on various health education initiatives at senior center, assisted living facilities, and other locations.

Provides referrals for the general public for issues related to health, including referrals to area resources and providers, free or low cost screening, and other available programs.

Makes home visits to residents with TB and other homebound residents.

Inspects summer camps to assess compliance with state and city laws, regulations, and ordinances.

Inspects and provides education on car seats.

Performs similar or related work as required or as situation dictates.

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION & EXPERIENCE:**

Bachelor's Degree in nursing and 3 years experience in public health setting or any equivalent combination of education and experience preferred. Current MA license as a Registered Nurse and MA Class D driver's license required.

#### **KNOWLEDGE, ABILITIES & SKILLS:**

Knowledge: Knowledge of nursing and public health principles, practices and methods as applicable to a municipal setting; knowledge of applicable laws, standards, and regulations relating to public health. Knowledge of epidemiology; knowledge of word processing, computer software.



Abilities: Ability to prepare, organize and maintain data, reports and systems; ability to analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions. Ability to comprehend and present complex facts and relationships in detail and to summarize and write clearly, concisely and professionally. Ability to produce or obtain graphs, charts, photographs or other evidence or exhibits. Ability to give presentations. Ability to establish and maintain effective working relationships with the general public, employees, supervisors; ability to maintain confidentiality where needed.

Skills: Cultural competency skills; clinical skills; research skills; written and verbal communication skills; skilled in using appropriate medical supplies and equipment.

**PHYSICAL REQUIREMENTS:** Administrative work is performed in an office setting requiring sitting, standing, walking. When in the field, may require some agility and physical strength, such as moving over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

Motor Skills: The work may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills: Essential position functions require ability to review documents for analytical purposes, ability to drive a car, ability to adjust focus, and ability to view objects and analyze visualized findings using close vision, distance vision, color vision, peripheral vision, and depth perception.

**FRINGE BENEFITS:** Benefits are covered by the NAPEA collective bargaining agreement.

**TO APPLY:**

Applicants who wish to be considered for this position may submit an application to the Human Resources Department, 240 Main St., 1<sup>st</sup> Floor, Northampton, MA 01060 via the green “Employment” button at [www.northamptonma.gov](http://www.northamptonma.gov)

**~Equal Opportunity Employer~**