



## **Regional Public Health Nurse**

### **Background**

The MetroWest Shared Public Health Services group is seeking to hire a full-time Regional Public Health Nurse to support the towns of Hudson, Ashland, Hopkinton, Maynard, Milford, Millis, Natick and the city of Framingham. The eight MetroWest-area Health Departments are engaged in an innovative initiative to strengthen core local public health services, to advance the recommendations of the 2019 Special Commission on Local and Regional Public Health, and to promote healthier communities across the region.

The position will lead and/or assist all participating health departments with the administration and implementation of public health nursing functions including, but not limited to, immunizations (i.e., Flu, COVID, and school-required vaccines), communicable disease investigations, planning and implementing interventions to support the health of residents, participating in public health clinics and educational programs, and participating in and directing population health focused emergency preparedness.

### **Essential Duties and Responsibilities**

*The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*Additionally, as a shared service position, some functions or duties may be performed as a lead role and others may be performed in a support role to a health department's public health nursing lead.*

- Provides, plans, coordinates and administers vaccine and blood pressure clinics, including school-required vaccines, Flu, COVID-19; and other clinics as needed
- Provides health promotion and disease prevention services, such as education on chronic disease management and prevention, healthy lifestyle choices, etc.
- Performs surveillance and data collection of all reported communicable diseases and reports case investigations to the Massachusetts Department of Public Health (MDPH) via MAVEN
- Communicates and works with MDPH departments, including the vaccine unit and epidemiologists
- Orders and maintains adequate supply of vaccine and coordinates reallocation of MDPH-supplied vaccine when needed
- Dispenses vaccine, monitors storage requirements, and maintains distribution records and usage of vaccine according to State regulations
- Keeps and maintains records and information in a confidential manner and in accordance with State regulations and laws
- Collaborate with municipal, community, regional, and statewide departments/organizations to meet the health needs of the population (ex. Councils on Aging, Public Safety)
- Complies with all departmental and State protocols, including proper storage and disposal of medical supplies and waste
- Provides home visits and assessments as needed
- Supports community/population health needs assessments and data collection



- Identifies vulnerable populations and plans/implements relevant interventions, such as education programs
- Assists with emergency preparedness efforts and works with the Medical Reserve Corp (MRC) as needed
- Maintains knowledge of current developments in public health nursing; attends relevant seminars and workshops
- Performs other related job duties as required

### **Supervision**

Works under the supervision of the Shared Services Coordinator and the Hudson Director of Public and Community Health in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

### **Work Environment**

Most work is performed in typical office conditions, with regular attendance at off-site meetings, clinics, and events. Home visits as needed.

As this is a regional position, travel across the participating municipalities will be required.

Schedule flexibility and remote work options may be allowed.

This position requires direct client/patient contact, and as a result, certain personal protective practices and immunizations are recommended and/or required.

Errors could result in delay, loss of service, loss of grant funds and/or legal repercussions, and could be costly for the Town and the MetroWest Shared Public Health Services.

### **Required Minimum Qualifications**

- Active MA Registered Nurse (RN) license or MA Licensed Practical Nurse (LPN)
- Associate Degree in Nursing (ADN) or Bachelor of Science in Nursing Degree (BSN)
- At least 2 years of nursing experience
- Current CPR Certification
- Valid Class D Motor Vehicle Driver's license and personal vehicle required

### **Required Credentialing After Hire**

- MAVEN training within 6 months of hire
- Foundations for Local Public Health Practice course within 1 year of hire

### **Preferred Experience, Skills, and Knowledge**

- Bi-lingual a plus, Portuguese or Spanish preferred
- Public Health Nurse or experience with population health (e.g., VNA, Community Health Worker)
- Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities
- Commitment to the role of public health in promoting racial justice and health equity
- Experience with MAVEN and MIIS
- Knowledge of Local Public Health functions (i.e., housing inspections, restaurant inspections, etc.)



- Knowledge of state and local policies, practices, and procedures related to public health nursing
- 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 local human service organizations and resources
- Ability to independently make decisions
- General understanding of grant work
- Excellent interpersonal, verbal, and written communication skills
- Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel
- Strong organizational skills, ability to prioritize and to multi-task

**Physical Requirements**

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information (CORI) request must be completed for this position. However, a record is not an automatic bar to employment, but is reviewed in relation to the job applied for.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*This position is grant funded and is contingent upon securing continued grant funding.*

**Job Title:** Regional Public Health Nurse  
**Location:** 78 Main Street, Hudson, MA 01749  
**Job Type:** Full-time 37.5 hours per week  
Non-union  
Grant funded

**Starting Annual Salary:** \$70,000 - \$90,000 (Grade M7)

**Please email applications to Fernanda Santos at [FSantos@townofhudson.org](mailto:FSantos@townofhudson.org).**

Open until filled.

*The Town of Hudson is an Equal Opportunity/Affirmative Action employer. The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applications from minorities, women, the disabled, protected veterans and all other qualified applicants.*