



August 1, 2023 **Job Posting**

Grade E		Public Health Nurse		Job Description	
Direct Report	Health Director	Salary	Expected Hiring Range \$32.44-\$38.17 per hour		
Department	Health	FLSA	Non-Exempt		
Division	Health	Bargaining Unit	Non-Union		
Hours/Benefits	37.5 Hours Weekly/Benefits Eligible		Location	Town Hall	

Summary

Plans, coordinates, and provides public health nursing services to Reading residents of all ages.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develops, plans, and administers the public health nursing programs for the Town of Reading.
2. Performs administrative and technical work in providing community health care services to include health promotion, disease prevention, health maintenance, health education, emergency and pandemic preparedness and coordination.
3. Develops, implements, and evaluates population-based educational programs and public health messaging to effectively address public health safety and risks.
4. Performs surveillance and data collection of all reportable communicable diseases including entering cases in MAVEN and related surveillance such as contact tracing and updating the MAVEN system; maintains records and files case investigations to the Massachusetts Department of Public Health.
5. Collaborates with health inspectors to investigate foodborne illness complaints in order to achieve compliance
6. Performs technical administrative research, conducts investigations and outreach, administers clinical services and case management to improve the health of the public.
7. Works closely with the Division of Tuberculosis Control to investigate and follow-up all reported cases of tuberculosis, including testing all contacts, home visits when needed and monitoring patients for compliance with treatment regime.
8. Orders and maintains adequate supplies of vaccines for distribution to local providers. Dispenses vaccines, monitors related storage requirements, and maintains distribution records and usage of vaccines according to State regulations.
9. Responsible for compliance with all departmental and state protocols including proper storage and disposal of medical supplies and waste.
10. Attends continuing education related to Massachusetts Immunization Program.
11. Plans, coordinates, and administers clinics such as influenza clinics, COVID-19 clinics, and others.
12. Develops, plans, coordinates, and administers health screenings such as, blood pressure screenings, cholesterol screenings, and others.
13. Attends staff meetings, trainings, and professional development seminars.
14. Prepares weekly written reports for submission to Health Director.
15. Participates in Community Health programs as needed.
16. Collaborates with emergency response planning and training.



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17. Completes comprehensive camp permit reviews, including medical information for grant applicants or camp permit applicants, verifying current medical documentation is in compliance with applicable regulations.
18. Attends regional coalition meetings.
19. Provides home visits at the direction of the Health Director as requested and needed.

Performs other position-related duties as assigned.

Work Hours

This is a full-time position at 37.5 hours per week. This position may involve some adjustment to the schedule for some evening work.

Minimum Qualifications

1. Bachelor's Degree in nursing and MA RN licensure
2. Two (2) years of related experience in public health nursing
3. CPR certification

Applicant should be able to meet the requirements of the position as outlined in the attached position description for **Public Health Nurse**. Applicant should state education, training and experience which they feel has provided them with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full job description is available upon request
The Town of Reading is an Equal Opportunity Employer