

Public Health Nurse
TOWN OF DEDHAM
BOARD OF HEALTH

Type: Full-time

Salary Pay/Rate: \$36.68 - \$48.56

Posted Date: 1/9/2024

Position Information

The Town of Dedham seeks highly qualified candidates for the position of Public Health Nurse to administer and implement the Health Department's public health nursing functions including but not limited to administering immunizations; conducting communicable disease investigations; assessing needs, planning and implementing interventions to support the health of residents; participating in public health clinics and educational programs; participating in and directing population health-focused emergency preparedness.

Minimum Qualifications:

Education and Experience

- Bachelor's Degree of Science and Nursing
- Valid Massachusetts Board of Registration in Nursing Certification
- Three to five years of experience in general or public health nursing program
- Any equivalent combination of education and experience
- Valid Basic Life Saving Certification
- A valid motor vehicle operator's license
- Must receive an acceptable CORI/SORI report

After hire, the ability to be trained in the following:

- MAVEN trained within 6 months.
- Local Public Health Training Institute Foundations Course within one year of hire.

Knowledge, Ability and Skill

- Working knowledge of the practices and administration of public health
- Knowledge of the applicable state and local laws and regulations relative to environmental and public health
- Working knowledge of the state sanitary codes.
- Excellent nursing skills
- Knowledge of public health-related fields such as epidemiology, communicable disease prevention, environmental health, and/or industrial hygiene
- Must be able to work independently
- Ability to analyze and make independent clinical decisions
- Proficiency in the use of Microsoft Office Suite, inspectional software and inspectional tools, and new software programs as needed
- Ability to organize and maintain detailed and extensive records and prepare reports
- Strong planning and organizational skills
- Strong written and oral skills
- Able to communicate and adapt to crisis situations in a constantly changing work environment
- Ability to relate and communicate in a positive manner and deal tactfully and appropriately with the public, vendors, and town departments. Recognizes when communication should be referred to a supervisor
- Ability to work effectively under time constraints to meet deadlines
- Massachusetts Association of Public Health Nurses Membership is recommended
- Bilingual abilities are a plus

Essential Duties and Responsibilities

- Develops, plans, and administers the public health nursing programs for the Town
- Plans, coordinates, and administers clinics such as influenza and others
- Administers vaccines and coordinates all aspects of related clinics, including seasonal flu clinics, COVID-19, and childhood immunizations
- Orders and maintains adequate supplies of vaccines for residents and coordinates reallocation of MDPH-supplied vaccines with local eligible providers and the MDPH.
- Dispenses vaccines, monitors related storage requirements, and maintains distribution records and usage of vaccines according to State regulations
- Ensures compliance with MGL Chapter 111, Section 24M and regulation 105 CMR 222 Massachusetts Immunization System.
- Performs surveillance and data collection of all reportable communicable diseases and maintains records and files case investigations to the Massachusetts Department of Public Health (MDPH)
- Responsible for Tuberculosis (TB) surveillance. Able to perform TB testing as needed
- Utilizes the state-wide system to report surveillance data of communicable diseases according to 105 CMR 300
- Complies with all departmental and state protocols including proper storage and disposal of medical supplies and waste
- Develops, plans, coordinates, and administers other clinics, e.g., blood pressure, wellness visits, and others
- Provides home visits as requested and needed
- Provides the Health Director with a report for Board of Health meetings
- Performs community health assessments and population health needs assessments
- Identifies social determinants of health and population health needs of the community; identifies vulnerable populations and plans and implements relevant interventions
- Plans, develops, and conducts community education programs, and health fairs
- Assists with planning and coordination of emergency preparedness, including volunteer supervision, recruitment, and training
- Researches and applies for grant funding to support the health of the population
- Collaborates with community, regional and statewide resources to meet the health needs of the population
- Serves on employee, local and regional committees as necessary
- Maintains knowledge of current developments in public health nursing; attends seminars and workshops related to public health nursing
- Knowledgeable and remains current on the HIPAA laws and maintains confidential and sensitive information
- Oversees the management of the community's substance coalition, attends meetings and other related duties
- Assists town officials, state officials, organizations, and residents with general public health issues
- Receives foodborne illness complaints and carries out activities necessary for the protection of the community, working with the Health Agents if the outbreak is traced to a food establishment
- Provides backup for other professional staff as needed, including inspectional services or office coverage
- Assists with the compliance of 105 CMR 430 with camp inspections
- Attends meetings with the Board of Health upon request of the Health Director and represents the Health Department at various meetings or events
- Periodically supervises seasonal personnel and volunteers, such as nursing students or MRC volunteers
- Interprets state and local guidelines and regulations, in determining how they should be applied, and assists in developing operating policies

- Studies trends in the field for application to the work; collects, collates and analyzes data; assesses services and implements and evaluates evidenced-based interventions
- Serves as a representative of the Health Department in matters of health education, emergency preparedness, departmental practices, procedures, regulations or guidelines, as needed
- Performs similar or related work as required, directed or as situation dictates.

How to Apply

Interested candidates should email your resume to Gayle McCracken @ gmccracken-dedham-ma.gov.

The town of Dedham is an equal opportunity employer. We celebrate our diverse community by respecting and appreciating our individual differences. Our inclusive culture energizes all of us to belong, collaborate, and grow.