



Title: Regional Public Health Nurse

Location: Norfolk County 8 - Canton, Dedham, Milton, Norwood, Walpole, Wellesley, Westwood

Caveat: This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

Hours: 37.5 per week

Salary: \$80,000-85,000 annually

Norfolk County-8 (NC-8) seeks a Regional Public Health Nurse to work with the towns of Canton, Dedham, Milton, Norwood, Walpole, Wellesley, and Westwood. NC-8, based out of the town of Norwood, is a dynamic shared public health initiative among the towns. The Public Health Nurse will be part of a collaborative response to manage and perform essential public health services necessary to support healthier communities. This position will provide resources to all seven communities, but be an employee of the Town of Dedham.

Position Purpose

This position is responsible for administering and implementing NC-8's public health nursing functions including but not limited to supporting community efforts to coordinate childhood vaccination protocols, administering immunizations throughout the communities of the regional collaborative, and the design and implementation of regional programs to support improved community health. Additional duties may include: conducting communicable disease investigations; assessing needs, planning and implementing interventions to support the health of residents; providing resource referrals to community members as needed; participating in public health clinics and educational programs, and participating in and directing population health-focused emergency preparedness.

Essential Functions

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

- Actively collaborates with the NC-8 Advisory Board, regional staff and NC-8 stakeholders to plan, design, and implement regional public health initiatives to expand public health service delivery and improve community health;
- Supports efforts to increase compliance and access to childhood immunizations throughout NC-8 communities;
- Utilizes the state-wide MAVEN system to support surveillance and data collection for communicable diseases, and provide MAVEN coverage for NC-8 communities as needed;

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- Provides vaccine and public health clinic support for NC-8 communities as needed;
- Assists with regional Tuberculosis surveillance coverage. Performs TB testing as needed and supports community Public Health Nurses with DOT coverage;
- Provides camp inspection support, including correspondence with camp directors, review of medical information for camp permit applications, and verification of medical documentation such as immunization verification;
- Attends monthly coalition meetings with the NC-8 Advisory Committee. Attends and presents program data and/or project updates at individual town meetings as requested;
- Reports regularly to the Advisory Committee on regional project progress;
- Ensures confidentiality of patient records consistent with health department and MDPH policies and procedures, and HIPAA compliance;
- Serves on employee, local, and regional committees as necessary;
- Performs similar or related work as required, directed, or as situations dictate.

Supervision

Supervision Scope: Exercises independent judgment and initiative in the planning, administration, and execution of public health services. Performs a variety of responsible functions per state statutes and local bylaws.

Supervision Received: Works under the general supervision of the Dedham Health Director and their designees, and Regional Staff Coordinator, and under the general administrative direction of the NC-8 Coalition Advisory Board and Dedham Director of Public Health, and per applicable provisions of the Massachusetts General Laws and Board of Health regulations. Employee functions independently, referring specific problems to supervisor only when clarification or interpretation of policies or procedures is required.

Supervision Given: Periodically supervises seasonal personnel and volunteers, such as nursing students or MA Responds volunteers in coordination with clinic supervisors.

Judgment

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, determining how they should be applied, and developing operating policies.

Complexity

The work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; collecting, collating, and analyzing data; assessing services, and implementing and evaluating evidence-based interventions.

Nature and Purpose of Contacts

Relationships are constantly with co-workers, vendors, the public, groups, and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including health education, emergency preparedness, and departmental regulations or guidelines. The employee may conduct home visits with community residents as needed to support coalition and community programming.

Confidentiality

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

Knowledge, Ability & Skill

Knowledge: Knowledge of and experience in community health and public health fields such as epidemiology, communicable disease prevention, and environmental health. Ability to develop a comprehensive knowledge of the operating procedures, practices, and administration of municipal public health. Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds. Knowledge of MIIS or MAVEN platforms is a plus.

Ability: Must be able to work independently and collaboratively across teams. Ability to analyze and make independent clinical decisions. The ability to handle emergencies, remain calm and concentrate, and perform all responsibilities competently at all times. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to develop a comprehensive understanding of the state sanitary codes. Able to coordinate immunization clinics and perform general emergency preparedness planning duties. Ability to develop extensive knowledge of the applicable state and local laws and regulations relative to environmental and public health.

Skill: Excellent nursing skills. Strong planning and organizational skills. Cultural sensitivity and humility. Excellent employee relations and customer service skills. Proficient computer skills. Strong written and oral skills. Communication skills, including but not limited to comfort speaking languages other than English, or using translation services to communicate with patients.

Minimum Entrance Requirements

Education, Training & Experience

- Registered Nurse, licensed by the Massachusetts Board of Registration, Division of Professional Licensure with either:
 - Bachelor's degree in nursing from an accredited program, or
 - Master of Science degree in nursing, preferably in family health, community health, or related specialty.
- The ability to speak multiple languages is a plus.

Special Requirements:

Valid Class D motor vehicle driver's license.

Required after hire

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

Recommended

- Massachusetts Association of Public Health Nurses Membership

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Regularly required to walk, stand, sit, talk, and hear; use fingers to handle or feel; climb or balance; stoop, kneel, crouch, or crawl; reach with hands or arms; taste or smell. Ability to view computer screens and work with details for extended periods. May move objects weighing up to 30 pounds, usually less. Must be able to communicate.

Work Environment

The work is performed in an office environment, clinics, private residences, and indoor and outdoor community settings.

Work is generally performed under varying office and clinic conditions; some risk of exposure to disagreeable environments; potential exposure to communicable, infectious diseases when working with clients, and potential exposure to new chemical or bioterrorist agents. Case management of TB cases as needed.

The employee operates standard office equipment, including a computer; operates various types of medical equipment; and operates an automobile.

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.

We are made up of people with different strengths, experiences, and backgrounds. Diversity not only includes race and gender identity but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

To Submit: Qualified individuals should send a completed resume and cover letter to careers@bmestrategies.com. Please include 'Regional Public Health Nurse' in the subject line of your email.

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.

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