



June 6, 2024 **Job Posting**

Grade H	Public Health Nurse	Job Description	
Direct Report	Health Director	Salary	Expected Hiring Range (FY25) \$38.02-\$46.86 per hour
Department	Public Health	FLSA	Non-Exempt
Division	Public Health	Bargaining Unit	Non-Union
Hours/Benefits	37.5 Hours Weekly/Benefits Eligible	Location	Town Hall/Pleasant Street Center

Summary

Plans, coordinates and provides public health nursing services to Reading residents of all ages. Services include utilizing skills to advocate, provide, and promote programs and services to meet the health needs of Reading residents. The goals of the role include education, wellbeing measures, and general access to the Town's health resources.

Essential Functions

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

1. Responsible for public health messages related to nursing including safety risks, community resources, upcoming clinics/programming, and other related materials.
2. Develop, plan and administer nursing programs including vaccine clinics, blood pressure screening, cholesterol screenings and others.
3. Properly store, dispense and record vaccines according to State regulations.
4. Promote awareness of the Nurse Advocacy Program within the community and identify clients who would benefit from services, especially those without a support system.
 - a. Assess general health, safety and support system(s).
 - b. Accept referrals from seniors, family members, friends, community agencies, hospitals, nursing homes, and health care providers.
 - c. Provide education workshops and resources for clients and caregivers that promote wellness and proactive health planning.
 - d. Counsel clients in health insurance needs.
 - e. Support the client's ability to self-advocate, advocate on their behalf when necessary, interface with support system including family, community agencies, health providers and other caregivers when necessary.
5. Follow the Health Information Patient Protection Act (HIPPA) when applicable.
6. Perform surveillance and data collection of all reportable communicable diseases and enters into MAVEN.
7. Investigates cases of epidemic or reportable diseases, obtains cultures and specimens, arranges for medical and social referrals.
8. Maintain records and files case investigations to the Massachusetts Department of Public Health.
9. Collaborate with health inspector to investigate foodborne illness complaints.
10. Work with applicable State agencies to investigate reported cases. (ie: Division of Tuberculosis Control)
11. Provide written reports to Public Health Director.
12. Conduct home visits, as required and report cases of possible abuse, as observed.
13. Coordinate with other Town Staff on health-related matters.
14. Seek out continuing education for public health and nursing.



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Performs other position-related duties as assigned.

Work Hours

This is a full time position with typical 37.5 hours per week: Monday-Thursday 8:30 AM – 5:30 PM, Friday 8:30 – 12:00 PM. A minimum of 15 hours per week will be dedicated to the Pleasant Street Center for programming, phone calls and appointments.

Minimum Qualifications

1. Bachelor's Degree in nursing and MA RN licensure; and
2. Four (4) years of related experience preferred in nursing, geriatrics, community/home health care or closely related field; and
3. CPR certification.

Special Requirements

The employee must have a valid Massachusetts State drivers' License or ability to obtain one, an appropriately registered vehicle and willingness to visit a variety of settings including homes, nursing homes, hospitals, senior center, local businesses, etc.

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