



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Assistant Public Health Nurse	<b>Classification:</b> Barnstable County
<b>Department:</b> Health and Environment	<b>Grade:</b> 8
<b>Reports to:</b> County Health Nurse	<b>FLSA Status:</b> Exempt
<b>Effective Date:</b> 5/20/2024	<b>Union Status:</b> Non-represented
<b>Job Class:</b> 1483	<b>Job Location:</b> HLTN

### Summary

Professional nursing and administrative work to promote public health and wellness, prevent disease and illness, and reduce health risks within the community. This includes addressing chronic and communicable diseases through prevention programs and immunization initiatives; all other related work, as required.

### Supervision

Works directly under the supervision of the County Public Health Nurse and in accordance with professional standards; responsible duties require professional and clinical judgment in promoting and implementing public health programs.

Medical administration/immunizations under the authority of the Medical Director engaged by the County.

### 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.*

Administers recommended age-appropriate immunizations through the Barnstable County Immunization program, both on site and in the community setting.

Under the general direction of the Public Health Nurse, cultivate community and public health programs that address the needs in the communities.

Coordinates with Barnstable County communities to provide Public Health Nursing services such as wellness fairs, screenings, and educational programs.

Provides annual tuberculosis testing and bladder cancer screening for fire department personnel; blood borne pathogen training to paramedics and town public works, grounds and facility workers.

Provides coordination of tickborne illness prevention and education to public and private schools, farmer's markets, and through online platforms.

May participate in clinical forums and committees as directed by Public Health Nurse.



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Provides public health support to coordinate immunization programs (COVID, Influenza, Childhood Vaccines). Will assist with trainings and educational programs.

Provides Infectious Disease Contact Tracing support, education and follow with Resource Coordination Team, staff Epidemiologist and towns through contact tracing and management.

Maintains records and prepares reports. Provides informational material for towns upon request. Reviews the work of other staff when clinical judgment is required.

Performs similar or related work as required, directed or the situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor of Science in Nursing (BSN) preferred; four years of nursing experience; public health experience preferred; or an equivalent combination of education and experience.

#### **Certifications:**

Registration by the Commonwealth of Massachusetts as a Registered Nurse and a valid Massachusetts motor vehicle operator's license required. CPR Certification required.

**Knowledge** Knowledge of public health nursing principles, practices and public health resources; knowledge of communicable diseases and vaccine preventable diseases; knowledge of applicable regulations and healthcare trends.

**Ability** Ability to work independently; ability to communicate effectively in written and oral form; ability to assess individual and public health needs and issues; ability to establish and maintain harmonious relationships with public officials, public health officials and the general public.

**Skill:** Excellent interpersonal skills; good oral and written communication skills; basic computer skills; skilled in vaccine administration to children and adults and the use of various medical equipment.

### **Job Environment**

Some work is performed under typical office conditions, other work is performed under field conditions with the possibility of risk of exposure to contagious diseases, blood borne pathogens. The volume and nature of work are subject to unplanned events, such as disease outbreaks; responds to public health emergencies. Work may include evenings and weekend hours.

The employee has regular contact with the public, public agencies and private organizations to provide and obtain information pertaining to public health issues and provision of services.

The employee will have access to confidential medical information and must adhere to HIPAA regulations.



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Errors could endanger public health, result in personal injury or injury to others, or have legal repercussions.

### **Physical Requirements**

*The physical demands described 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 the essential functions.*

Minimal physical effort is required to perform office duties; may occasionally be required to lift objects weighing up to 30 pounds. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine documents, fine print and medical instruments, operate a vehicle and to use electronic devices.

*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.*

***Please apply with resume and cover letter to [jmarczak@capecod.gov](mailto:jmarczak@capecod.gov)***

*Equal Opportunity/Americans with Disabilities Act Employer*