



CITY OF MELROSE

Human Resources Department

Please send a letter of interest & a resume to Matt Travers, Human Resources via mtravers@cityofmelrose.org by **February 14, 2025**.

The City of Melrose, MA is an Equal Opportunity Employer. No Residency Requirement.

In the City of Melrose we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.

Title: Regional Public Health Nurse
Department: Health & Human Services
Supervisor: Shared Services Coordinator
Status: Full-time (35 hrs/wk), benefits eligible, non-union
Salary range \$73,000-\$77,000

Summary:

The City of Melrose Health and Human Services department, in collaboration with Mystic Valley Shared Public Health Coalition, is looking to hire a Regional Public Health Nurse to support the cities of Malden, Medford, Melrose, and the towns of Stoneham, Wakefield, and Winchester. They will support the nursing needs across the shared services arrangement to strengthen essential local public health services and promote healthier communities throughout the region. **This position is grant-funded through the Public Health Excellence grant and is contingent upon funding and operational needs.**

Responsibilities

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

Additionally, as a shared service position, some functions or duties may be performed as a lead role and others may be performed in a support role to a health department's public health nursing lead.

- Uses the Massachusetts Virtual Epidemiologic Network (MAVEN) to conduct communicable disease investigations including tuberculosis case investigations and direct observed therapy (DOT).

- Administers vaccines, including school-required vaccines, and performs routine hearing, visual, and blood pressure clinics.
- Monitors vaccine storage requirements and maintains records and usage of vaccine according to State regulations.
- Keeps and maintains records and information in a confidential manner and in accordance with State regulations and laws.
- Collaborates with other municipal departments and colleagues (ex. Councils on Aging, Substance Use, Public Safety) on health issues such as older adult needs, youth needs, and mental health.
- Assist with the planning, development, and implementation of community education programs.
- Helps identify vulnerable populations and population health needs and helps implement relevant interventions.
- Collaborate with the Mystic Valley Public Health Coalition team on community health assessments and population health needs assessments
- Maintains knowledge of current developments in public health nursing; attends relevant seminars and workshops.
- Complies with all departmental and State protocols, including proper storage and disposal of medical supplies and waste.
- Provides home visits to community members as requested and needed.
- Assists with emergency preparedness efforts and works with the Medical Reserve Corp (MRC) as needed.
- Performs other related job duties as required.

Qualifications

- Valid MA Registered Nurse (RN) license.
- Bachelor of Science in Nursing Degree (BSN).
- At least 2 years of clinical and/or community nursing experience.
- Current CPR Certification.
- Valid Class D Motor Vehicle Driver's license and personal vehicle required.
- Bi-lingual a plus, Haitian Creole, Chinese, Portuguese, or Spanish preferred.
- Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities.
- Comfortable working with and vaccinating people of all ages, including children and the elderly.
- Excellent communication and interpersonal skills; demonstrated experience providing customer service to the public using tact, compassion, proper judgment, courtesy, strictest respect, and maintenance of confidentiality.
- Commitment to the role of public health in promoting racial justice and health equity.
- Awareness of Massachusetts Virtual Epidemiologic Network (MAVEN) and Massachusetts Immunization Information System (MIIS).
- Awareness of Local Public Health functions (i.e., housing inspections, restaurant inspections, etc.)
- Awareness of state and local policies, practices, and procedures related to public health nursing
- Awareness of communicable diseases/infection control, vaccine and immunization procedures and laws, state regulations and codes, and public health principles.
- Awareness of local human service organizations and resources.

- Ability to independently make decisions.
- General understanding of grant work.
- Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel.
- Strong organizational skills and ability to prioritize and to multi-task.

Required After Hire

- MAVEN training within 2 months of hire.
- Foundations for Local Public Health Practice course within 1 year of hire.

Physical Demands:

While performing this job, the employee must be able to drive a vehicle, climb stairs, and possibly enter confined spaces, and is required to sit, stand, walk, reach, climb, stoop, crouch, and twist. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. The employee is required to hear, feel, and talk. The employee is required to lift objects up to 15 pounds and carry these objects short distances. The employee must have close, distance, and peripheral vision, depth perception, and the ability to adjust focus.