

**FOOTHILLS HEALTH DISTRICT  
P.O. Box 447  
Haydenville, MA 01039-0447**

**Public Health Nurse (Part-time)**

The Foothills Health District (FHD) seeks qualified applicants for a ½ to ¾ time shared Public Health Nurse position. This benefited position includes flexible work week options. Under the general supervision of the FHD Health Director and the FHD Boards of Health, the Public Health Nurse is responsible for public health nursing functions in FHD which serves the lovely rural towns of Goshen, Westhampton, Whately and Williamsburg.

**ESSENTIAL FUNCTIONS:**

- Investigates and documents communicable disease cases. Provides health information and educational materials to health care providers and residents in order to prevent spread of disease. Confers with inspectors and health care providers in managing cases as needed.
- Implements Department of Public Health guidelines in event of outbreak of communicable diseases.
- Maintains knowledge of emerging pathogens and community risk factors; aids in developing health policies to respond to outbreaks.
- Works in conjunction with school nurses and administrators to identify public health needs within the FHD communities.
- Coordinates, plans, assists with regional health organizations to provide annual flu vaccination clinics; as well as work with emergency preparedness coalitions.
- Maintains inventory of all public health nurse supplies; completes and submits reports to appropriate agencies as requested.
- Does community outreach; develops, researches and makes presentations on various health education initiatives at senior centers, libraries, assisted living facilities, and other locations.
- Provides referrals for the general public for issues related to health, including referrals to area resources and providers, free or low-cost screening, and other available programs.
- Meets regularly with FHD boards of health and provides them with regular disease updates; works with FHD towns and regional organizations on specific programs in response to the Opioid Recovery and Remediation Fund (ORRF)
- Performs health screenings and assists with other vaccination programs.
- Performs similar or related work as required or as situation dictates.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in nursing and 1-2 years relevant experience in public health setting or any equivalent combination of education and experience preferred.
- Current MA license as a Registered Nurse and MA Class D driver's license required.
- A valid driver's license and reliable vehicle
- Current certification in CPR

- Experience in program planning, community nursing, and health education, along with knowledge of public health laws and regulations is preferred

#### **KNOWLEDGE, ABILITIES & SKILLS:**

##### Knowledge:

- Knowledge of nursing and public health principles, practices and methods as applicable to municipal settings.
- Knowledge of applicable laws, standards, and regulations relating to public health.
- Knowledge of epidemiology; knowledge of word processing and use of computer database software.

##### Abilities:

- Ability to prepare, organize and maintain data, reports and systems; ability to analyze complex situations, and data as well as use sound judgment in making decisions.
- Ability to comprehend and present complex facts and relationships in detail and to summarize and write clearly, concisely and professionally.
- Ability to produce or obtain graphs, charts, photographs or other evidence or exhibits; ability to make good presentations.
- Ability to establish and maintain effective working relationships with the general public, FHD employees and supervisors; ability to maintain confidentiality where needed.

##### Skills:

- Cultural competency skills; clinical skills; research skills; excellent written and verbal communication skills; skilled in using appropriate medical supplies and equipment.
- Essential functions require ability to review documents for analytical purposes, ability to drive a car, ability to adjust focus to view objects and analyze visualized findings using close, distance or peripheral vision,

#### **PHYSICAL REQUIREMENTS:**

- Administrative work is performed in an office setting requiring sitting, standing, walking.
- When in the field, may require agility and physical strength, such as moving over rough terrain, or standing or walking most of the work period.
- Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be need to stretch and reach to retrieve materials.

Salary: Salary commensurate with experience and skill set.

Apply with a cover letter and resume to: **fhd.office@burgy.org** or to the FHD at the address above. Full job description at: <https://www.burgy.org/foothills-health-district>

The position will remain open until filled, but priority will be given to submissions received by April 15, 2025.

~Equal Opportunity Employer~