

# Job description

## **TOWN OF MEDFIELD**

The town of Medfield is seeking qualified applicants to serve as our Public Health Nurse.

Starting pay range: \$38,760to \$45,900 DOQ

### **Public Health Nurse**

#### **DEFINITION**

This position is responsible for providing professional and administrative public health nursing, education, evaluation, policy development, and compliance services to promote and protect the health of the community.

#### **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.

- Provides health-related education and professional consultation services for the public, the Board of Health, Town officials, and others in the community. Researches, writes, and distributes materials; develops and conducts programs; attends and advises at meetings; provides CPR, First Aid, and Stop the Bleed training; promotes community safety; inspects and advises day care, nursing homes, and other facilities.
- Investigates, tracks, and reports on communicable diseases, health trends, medications, and other data in accordance with regulations and protocols.
- Manages local vaccination services. Plans and promotes clinics; orders, tracks, and ensures safe handling of products; administers vaccines; coordinates with medical providers; tracks and reports data; complies with related regulations and protocols.
- Coordinates and administers public health screenings. Checks and educates clients on blood pressure, diabetes, cholesterol, and other health indicators; communicates with medical providers; maintains confidentiality as required by law.
- Collaborates with public safety, human services, schools, health agents, officials, and medical providers on issues, initiatives, and cases impacting health and safety of the community such as epidemics, pandemics, mental health crisis, hoarding, homelessness, and addiction.
- Maintains current knowledge of and advocates public health policies and practices. Attends and participates in meetings, conferences, and continuing

education opportunities; conducts research; communicates changes to local officials; recommends and drafts local policies and procedures.

- Participates in emergency preparedness; remains aware and advises others of local, regional, and federal programs; coordinates services as needed.
- Participates in department budget preparation and management. Orders supplies; prepares invoices and warrants; monitors budget.
- Researches and applies for grant opportunities; manages grant funding and applications to support funding levels for public health initiatives.
- Provides functional oversight to volunteers and tax work-off program staff as assigned.
- Performs other related job duties as required.

### **SUPERVISION RECEIVED**

The employee works from policies, goals, and objectives; establishes short-range plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor; exercises control in the development of departmental policies, goals, objectives, and budgets; and is expected to resolve all conflicts that arise and coordinate with others as necessary.

### **JUDGMENT AND COMPLEXITY**

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, regulations, legislation, or directives that pertain to a specific department or functional area. 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 authority in interpreting the guidelines and in determining how they should be applied.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constant with co-workers, the public, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance, or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances to act appropriately.

### **CONFIDENTIALITY**

The employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in nursing plus 1 to 3 years of public health related experience; or any equivalent combination of education, training, certification, and experience.

### **LICENSES AND CERTIFICATIONS**

Class D Driver's License.

CPR, AED, and Stop the Bleed certification.

### **KNOWLEDGE, ABILITY, AND SKILLS**

- Knowledge: Knowledge of the principles, practices, and techniques of modern public health nursing, including epidemiology concepts; applicable state and local public health laws and regulations; office administrative practices, equipment, and software including email, word processing, spreadsheets, social media, and web applications; electronic and physical records management; and financial record keeping. Familiarity with community facilities and resources providing medical and related social services; town government operations; grant funding, writing, and administration; and effective public and community relations practices helpful.
- Abilities: Ability to appraise individual and group health needs and problems; research and interpret medical findings and public health laws and regulations; maintain pertinent medical records and charts; obtain, collate, analyze, and report on data informing the population's health; and write clear public health policies and educational materials. Ability to maintain high levels of confidentiality; maintain an empathetic and calming persona, particularly in time of crisis; and plan and prioritize work, change direction, and rearrange tasks according to deadlines and circumstances. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment; analyze complex issues and develop relevant and realistic plans, programs, and recommendations; exercise initiative and independent judgment; think analytically; and develop new or revised systems. Ability to multi-task; work with a high level of detail; meet deadlines; work independently; and be self-motivated. Ability to manage conflict; communicate effectively with tact and discretion; fairly and tactfully enforce policies; present ideas clearly and concisely; maintain good public relations and effective collaborative working relationships; respond in a courteous and professional manner; and work with diverse groups.

- Skills: Strong analytical, writing, communication, and problem-solving skills. Effective organizing, planning, decision-making, presentation, customer-service, recordkeeping, budgeting, administrative, and personal computer skills.

## **WORK ENVIRONMENT**

The majority of work is performed in an office setting, with some work in community centers.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

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

**Physical Skills:** The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office and medical supplies, and office equipment weighing up to 30 pounds.

**Motor Skills:** Duties involve assignments requiring application of hand-eye coordination with finger dexterity and motor coordination, including administering vaccinations and nursing care.

**Visual Skills:** Visual demands require routinely reading documents for general understanding and analytical purposes, including handwriting and forms; observing physical conditions of and administering nursing care to patients; inspecting surroundings and fine details to assess conditions of materials and equipment; reading small numbers and marks on medical equipment; and reviewing detailed information displayed on a computer screen.

- Public Health

Work Location: Multiple locations

A cover letter and resume can be emailed to  
[Kvandenboom@medfield.net](mailto:Kvandenboom@medfield.net)