



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041

Public Health Nurse Board of Health

The Town of Millis is seeking a qualified Public Health Nurse to join the Board of Health team on a part-time basis (10 hours/week). Reporting to the Director of Public Health, the nurse will play a key role in safeguarding community health through duties such as investigating communicable diseases, administering immunizations and running public health initiatives. Full job description is attached.

Minimum Qualifications:

- Bachelor's Degree in Nursing
- Massachusetts RN license (active)
- Current CPR certification
- Valid driver's license
- At least 3 years of experience in public health nursing or a related field

Preferred Skills:

- Experience in community nursing and health education
- Strong computer skills
- Knowledge of public health laws

Position Details:

- **Hours:** 10 per week
- **Pay:** \$36.55–\$45.70/hour
- **Status:** Non-benefited union position

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054 , or at millisma.gov. Completed job application and resume should be returned to the Town Administrator's Office at townadmin@millisma.gov

Job will remain open until filled.

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.



TOWN OF MILLIS

DATE: August 2025

JOB TITLE: Public Health Nurse
DEPARTMENT: Health Department
REPORTS TO: Health Director

UNION/PP: SEIU
GRADE: 6

DEFINITION

The position is a registered nurse who promotes and protects the health of the Town of Millis using knowledge from nursing, social, and public health sciences. The nurse works to improve community health through education, advocacy, disease prevention, and direct care services.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Protects the public health through the provision of a wide variety of nursing services in homes, clinic care, office, schools, day-care centers; provides immunization and screening services; promotes good health practices through public education, training, and counseling programs; investigates for communicable diseases.
- Serves as Town liaison with Massachusetts Department of Public Health and provides reports on status of communicable diseases and vaccine accountability.
- Uses MAVEN to investigate and report cases of reportable diseases. Coordinates care and referrals as needed.
- Consults with other health professionals, including social workers, Council on Aging personnel, nurses and physicians.
- Provides professional nursing services, such as community health clinics for blood pressure screening. Also, provides annual flu clinics for Millis residents and town employees.
- Serves as liaison with community service groups, such as Council on Aging and the Housing Authority, and with local and regional health care providers, to coordinate programs and services.
- Hosts an annual Health and Wellness Fair for the town in coordination with the Director.
- Informs and updates Board of Health on the status of communicable diseases and other public health concerns.
- Coordinates Opioid Abatement Fund spending and yearly reporting.
- Performs similar or related work as required, directed or as situation dictates.

SUPERVISION RECEIVED

Under the policy direction of the Board of Health and the administrative supervision of the Health Director. The employee is familiar with the work routine and exercises independent judgment in performing duties. The supervisor provides additional guidance for new, complex, or unusual assignments. Unusual situations are referred to the supervisor for direction.

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SUPERVISION EXERCISED

May provide guidance and training to volunteers or staff assisting with public health initiatives. Coordinates with other departments, including schools and the Council on Aging, on health-related programs and services.

ACCOUNTABILITY

The Public Health Nurse plays a key role in the delivery of critical public health services. Errors in performance or judgment may result in significant consequences, including harm to public health, legal exposure, breach of confidentiality, delays in services, and negative impact on public trust.

JUDGMENT

Requires considerable judgment and initiative in assessing individual and community health needs, responding to outbreaks or public health concerns, and determining appropriate nursing or educational interventions. Must interpret and apply complex federal, state, and local public health laws and protocols. Uses discretion when handling sensitive information and patient interactions.

COMPLEXITY

Work involves the application of specialized public health nursing practices, requiring the ability to assess, plan, and deliver services to a diverse population. Assignments involve multi-step processes, coordination with state and local agencies, and frequent evaluation of changing public health conditions.

CONFIDENTIALITY

Has access to confidential information including medical records, patient histories, health investigations, and personal data protected under HIPAA and other regulations. Discretion is critical when managing sensitive public health matters or patient information.

EDUCATION AND EXPERIENCE

Education and Experience:

Bachelor's degrees in nursing; three years nursing experience in clinical public health setting; or an equivalent combination of education and experience. Certification by the Commonwealth of Massachusetts as a Registered Nurse. CPR certification is preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of principles, practices and techniques of modern public health nursing. Knowledge of applicable State and local public health laws and regulations. Knowledge of infectious diseases. Familiarity with community facilities and resources providing medical and related social services. MAVEN and MIIS software knowledge will be required.

Ability: Assess and respond to individual and community health needs. Interpret and apply public health laws and clinical guidelines. Deliver immunizations and respond to public health

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emergencies. Maintain detailed and confidential records. Communicate effectively with residents, health professionals, and community partners. Establish and maintain collaborative working relationships.

Skills: Proficiency in nursing techniques and medical equipment use. Strong organizational, communication, and interpersonal skills. Compassionate care for individuals across the lifespan, particularly children and the elderly.

WORK ENVIRONMENT

Work is performed in a combination of office and field settings. Noise levels may vary and work involves travel within the community, including to homes, schools, and care facilities. May be required to work outside normal business hours in response to health emergencies or to attend community events and clinics.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Moderate physical demands in patient care and clinic work. Must be able to stand for extended periods and lift or carry supplies or equipment up to 30 pounds regularly. Vision and hearing must be sufficient to perform clinical tasks and operate equipment.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes; ability to use computer and other office equipment.