

**CITY OF WESTFIELD
PUBLIC HEALTH NURSE - HEALTH**

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The purpose of this position is to perform professional nursing work administering various public health programs relating to promoting and protecting the health of residents.

SUPERVISION:

Works under the general direction of the Health Director and Supervising Public Health Nurse. Performs responsible nursing functions which require the exercise of independent judgment as well as in the interpretation and application of public health and emergency management practices, laws and regulations to frequently changing conditions, threats and public health problems within limits set by the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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.

- Provide case management for patients with communicable diseases and their contacts; including testing; education and referral of services to control spread of communicable illness
- Plans, implements and coordinates medical, nursing, outreach and social service systems for those suspected and confirmed cases of communicable disease including starting and completing appropriate and effective treatment. Includes contact at various locations including home visits
- Develops plans of care and evaluates on an ongoing basis
- Maintains local communicable disease surveillance system through follow up of disease reports and investigation, enforcement of isolation and quarantine regulations and control of outbreaks
- Prepares reports to Massachusetts Department of Public Health
- Maintains tracking system of those contacted, treated and manages and provides follow up as needed
- Provides training and consultation to individuals and practitioners such as residents, school nurses, physician and day care staff
- Plans, implements and evaluates immunization clinics, orders and maintains supplies and administration of vaccines
- Reviews permanent public health records and statistical information on mortality and morbidity to assess community needs
- Participates in local emergency planning committee, working with other departments for emergency planning
- Participates in education and trainings to maintain licensure and certifications
- Inspects camps in collaboration with Health Inspector

- Coordinates childhood wellness program, develops brochures, markets the program
- Coordinates as necessary with state agencies on a variety of initiatives and programs
- Maintains records in the Massachusetts Immunization Information System (MIIS), and coordination of billing of administration of vaccinations.
- Such other related duties as required.

OTHER ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES:

Errors, such as failure to use proper medical and nursing techniques, could cause delay or loss of service, personal injury, injury to others and possible legal repercussions for the City, self and/or professional licensure.

EDUCATION AND EXPERIENCE:

Graduation from an accredited registered nursing program. Bachelor of Science degree in nursing, plus six months' experience in community or public health nursing required, and two years additional nursing experience preferred; or any equivalent combination of education and experience.

Licensure in the Commonwealth of MA as a Registered Nurse

Basic Life Support CPR Certification

Possession of Valid Class D driver's license

SKILLS AND QUALIFICATIONS:

- Excellent organizational skills,
- Ability to operate standard office equipment as needed in performance of duties such as computer, calculator, copiers, fax machine and multi-line telephone system. Working knowledge of computers and software applications, including those specific to department to create reports, notices, publications, or other necessary paperwork.
- Knowledge of the federal, state and local laws, rules and regulations pertaining to current scope and standards of nursing and public health practice. Thorough knowledge of approved methods and equipment used in providing community health services. Thorough knowledge of communicable diseases, epidemiology and related medical procedures.
- Ability to communicate effectively both orally and in writing; strong communication skills in relaying important information and ability to deal appropriately with other employees, department heads and City officials. Ability to maintain confidential information.
- Ability to work independently and take the initiative in performing all aspects of job.
- Ability to complete work under pressure while maintaining a high degree of accuracy in accordance with work deadlines.

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- Ability to follow departmental rules, regulations, policies & practices in all aspects of job.
- Ability to enforce and interpret regulations firmly, tactfully and impartially. Ability to communicate effectively orally and in writing. Ability to plan and organize clinics and to recognize potential disease trends, including health threatening situations.
- Assists with answering telephones as well as responding to questions and providing information within authority.
- Ability to establish and maintain effectively working relationships and work cooperatively with coworkers, City officials, other City employees and the public. Ability to communicate effectively with the public in a courteous and professional manner.
- Such other related duties as required.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Employee is required to report for their shift. Work is generally conducted within Municipal Building, However, work sites also include: patient or refugee homes/apartments, Baystate Medical Center TB Clinic, traveling in personal vehicle or city vehicle, flu clinics, health fairs, senior center, low income buildings and other areas as it pertains to job. Work is sedentary in nature but may include moderate walking, occasional climbing, bending, reaching and ability to lift objects up to 30 pounds.

Motor Skills

The work requires motor skills for activities such as keyboarding, filing, moving objects and using a variety of office equipment. The position requires motor coordination, manipulative ability and coordination of manual dexterity. An example would be utilizing medical equipment to take a patient's vital signs or drawing up a flu shot into a syringe and injecting it into someone's arm.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Applicants should send their resume/cover letter to jobs@cityofwestfield.org

The City of Westfield is committed to maintaining a work environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.