



Town of Needham
Health & Human Services Department
Public Health Division

Job Posting

Title: Assistant Director of Public Health for Nursing and Behavioral Health
Position: Full-time, Exempt
Salary Range: \$82,336 - \$115,292

The Town of Needham seeks a creative and collaborative public health leader to fill the role of **Assistant Director of Public Health for Nursing and Behavioral Health**. Under the leadership of the Director of Health and Human Services, the Assistant Director develops policies and refines operating procedures and is responsible for communicable disease control efforts, epidemiological functions, local and regional substance use prevention activities, mental health promotion, public health preparedness, and a host of wellness initiatives.

This position oversees a team of seven full-time and five part-time staff members as well as Per Diem Public Health Nurses and volunteers with Needham's Medical Reserve Corps (MRC). This leadership role is ideal for those looking to continue their career in a supportive environment with excellent benefits including comprehensive health coverage, Contributory Defined Benefit Pension Plan, 457(b) Deferred Compensation with employer match, employer-paid training and professional development, and much more! A hybrid work schedule with up to two remote days per week is approved for this role.

CON #26026

Duties and Responsibilities (these duties are a general summary and not all inclusive):

Policy & Planning

- Leads Public Health Division's strategic planning efforts and annual development of goals & objectives, as well as assists and supports the Board of Health's public-facing goal-setting process.
- Conducts detailed policy analyses, research policies and regulations, and authors "case for change" memoranda.
- In conjunction with the Director, develops new public health regulations and revises existing regulations.

Management & Operations

- Manages a team of clinical professionals responsible for communicable disease investigation, surveillance and case management, and conducting epidemiological surveys of cases of dangerous diseases; utilizes Massachusetts Virtual Epidemiologic Network (MAVEN) system.
- Consults with appropriate medical and nursing professionals to ensure nurse and volunteer clinical duties are fulfilled; manages vaccine administration and directs implementation of vaccination clinics including managing and organizing large groups of health professionals.
- Inspects and issues licenses for a variety of children's programs; coordinates with Environmental Health professionals in assessing reports of food poisoning and for inspection and licensure of body art and tanning facilities.

Financial & Administrative

- Assists with the preparation and administration of the division's operating and capital budgets; directs activities and manages spending and reporting for all of Needham's opioid settlement funds (approximately \$150K annually through 2038).
- Administers revolving fund and directs purchase of vaccines and medications, submitting for insurance reimbursement for vaccine and vaccine administration as necessary.
- Manages grant activities, spending, and both programmatic and financial reporting for substance use prevention grants, one federal and one state-based.
- Prepares monthly and annual reports, maintains confidential health records, and researches evidence-based practices to support the work of the department.

Communication & Community Engagement

- Provides outreach and education regarding communicable diseases and other health-related topics to a variety of stakeholders including CPR/AED training and managing substance use prevention and education programs, practices, and policies utilizing the Substance Abuse and Mental Health Services Administration's Strategic Prevention Framework (SPF).
- Serves on Town's emergency management team alongside other Town leaders; manages the training and deployment of Needham's MRC volunteers; serves as Co-Chair of Needham's Domestic Violence Action Committee (DVAC).
- Represents the Town by preparing cases for court and presenting reports to the Board of Health at monthly meetings.

Requirements:

The following requirements may be substituted by any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- Completion of graduate coursework equal to a Master's Degree or higher.
- Four (4) to six (6) years of related experience.
- Possession of a valid state-issued driver's license.
- Active and valid credential as a Certified Health Officer (CHO) at the time of hire, or the ability to achieve certification within one year of hire.
- Ability to maintain discretion in dealing with confidential information including medical and communicable disease records, pending public health-related lawsuits, criminal investigations, and other sensitive information.
- Ability to supervise and motivate a dynamic team that provides a broad spectrum of services.
- Evening and weekend availability, as needed.

Preferred but not Required Experience:

- Licensure as a Registered Nurse (RN) in the Commonwealth of Massachusetts is strongly preferred.
- An active and valid credential as Certified in Public Health (CPH) from the National Board of Public Health Examiners is not required but will be considered a plus.
- Active and valid Cardiopulmonary Resuscitation (CPR) certification and certification as an instructor in CPR is highly preferred.
- Evidence of additional graduate-level course work or continuing professional education in the fields of public health, nursing, community health, or a related field is strongly preferred.
- Documentation of cross-training in other public health functions, especially through certifications or credentials (such as SERV Safe Food Training), is strongly preferred.

How to Apply:

To apply, please submit your resume, cover letter, and application by clicking "Apply."

Applications will be accepted until **11:59 PM on 9/25/25**.

The Town of Needham is an Equal Opportunity Employer and is committed to fostering an inclusive and encouraging workplace. There shall be no discrimination on the basis of race, age, gender, national origin, disability, religion or belief, sexual orientation, marriage/civil partnership, pregnancy/maternity, veteran status, or any other protected class. We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills, and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.

The Town of Needham will endeavor to provide reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at tswanson@needhamma.gov.