

QUABBIN HEALTH DISTRICT
Public Health Community Nurse
Part time 30 hours with benefits

Purpose and Mission:

The Quabbin Health District is seeking a compassionate and health-driven community nurse. This position includes but is not limited to promoting and protecting the health of and preventing disease in the District Town's population (Belchertown, Pelham, and Ware), using knowledge from nursing, social, and public health sciences while promoting a healthier community and outreaching to underserved populations. Educating people about pertinent health issues via a variety of public health educational programs and presentations. Holds trainings such as CPR/First Aid and Basic Life Support; Stop the Bleed; and Opioid Overdose and Rescue (Narcan trainings).

Holds public health nursing clinics such as blood pressure, diabetes and wellness screenings, while performing highly responsible, professional and skilled nursing duties by observing and evaluating the physical and emotional conditions of individuals. Conducting investigations of communicable diseases to improve community health and safety. Providing in-home skilled nursing services such as wound care, and vaccinations (limited; and as a provider of last resort).

Collaborating with local community coalitions and resources to increase access to health care.

This is a grant- funded position by the Public Health Excellence Grant.

Supervision:

Works under general direction of the Director of Public Health. Employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

Job Environment:

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Incumbent may be required to work beyond normal business hours and meet with clients in homes, public buildings, or medical facilities. Local and sometimes regional travel is required. Regularly operates a motor vehicle, and routine medical equipment. Proper donning and use of personal protective equipment may be required.

Makes frequent contacts with the general public, health care/health promotion service providers and organizations, other Town departments, businesses, state and federal regulators, social service agencies, and medical providers. Contacts are in person, by telephone, in writing and by email requiring explanation of programs, policies, and details. Has access to confidential information including medical records.

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.)

- **Communicable Disease Investigations**

Monitors state communicable disease information system (MAVEN) and conducts investigations in accordance with state laws and regulations. Enforces pertinent regulations for isolation and quarantine when required, to prevent spread of disease and to protect the communities at large. Complete case reports as appropriate for each reportable disease. Maintains variety of files, documents and data systems; prepares, maintains and updates client records, case reports; remains compliance with HIPAA/state laws and regulations.

- **TB & Skin Tests**

Administers and interprets Tuberculosis (TB) Skin Tests (Mantoux) to individuals in and entering the health care field as well as first responders. Follows up with case contacts and case managers of all suspected and confirmed cases of TB in accordance with protocol and guidelines set by the MDPH Division of TB Prevention and Control and provides Director Observed Therapy (DOT) when needed.

- **Emergency Preparedness**

Plans, oversees and implements emergency dispensing site clinics for wide-scale or pandemic events. Updates Emergency Dispensing Site plans for District Towns as needed. Attends and participates in monthly Hampshire Public Health Preparedness Coalition meetings. Is trained in and familiar with NIMS ICS 700, ICS 100, and is familiar with EDS (Emergency Dispensing Site) and Emergency Preparedness planning, participates in exercises and drills.

- **Vaccinations and Skilled Nursing Services**

Supports and advocates for vaccinations of preventable diseases. Collaborates with the District schools to provide childhood vaccines to those in need. Provides skilled nursing care and vaccines to homebound residents within the District. Educates clients on doses, mechanism of action, interactions and potential side effects of medications and or vaccines given. Monitors for adverse reactions and responds according to established standards of care. Updates Massachusetts Immunization Registry, which requires entry of immunizations into database within seven days of vaccination. Administers prescribed immunizations and/ or medications during exposure or outbreak situations per standard protocols.

- **Inspectional Services**

Collaborates with inspectional staffing in the District on medical matters relating to code enforcement, such as reviewing immunization records and medical storage protocol during licensure of Recreational Camps for Children, reviewing adequacy of emergency and first aid provisions at public pools or beaches, exclusion of food service workers due to communicable illness, tanning and body art inspections, and assisting in rabies prevention/ response protocols in human exposure cases.

- **Outreach/Collaboration/Education/Health Promotion**

Collaborates with area coalitions in order to provide advocacy and community outreach for residents and the community in areas such as the opioid crisis, substance abuse prevention, mental health, curtailing youth access to tobacco and alcohol, interpersonal violence, chronic disease, and other public health initiatives, including addressing social determinants of health.

Acts as liaison between residents and community resources. Builds and maintains trust and relationships with residents and community-based organizations.

Commitment to health promotion with special attention to underserved and diverse populations within the District communities. Uses a community health model of outreach of “meeting people where they are,” building relationships based on listening, trust, and respect. Provides outreach in diverse settings, including where people live, work, learn, worship, socialize, play, exercise, and conduct business. Uses a variety of outreach and education methods, such as phone calls, in-person conversations, group presentations, distribution of print and electronic information, and social media.

Provides consultation, education and resources for residents, providers, agencies and Town employees relating to pertinent health issues through media outlets, social media, department websites, meetings, health promotions, outreach, and health fairs. Provides information for improving health, while respecting people’s experience and abilities to learn, take advantage of resources, and set priorities for changing behavior. Contributes to social media sites, such as community forums, to share health information and learn about community health concerns.

- Performs similar or related work as required, directed or as the situation dictates.

Recommended Minimum Qualifications:

- **Education, Training and Experience**

Bachelor's Degree in Nursing from accredited institution preferred or Associate Degree in Nursing.
One to three years of experience in public or community health nursing or a related field or any equivalent combination of education and experience.

- **Special Requirements**

MA Board of Registration – Registered Professional Nurse (RN)- Preferred
Or MA Licensed Practical Nurse (LPN)
MA Driver's License
*First Aid and CPR current certifications
*MAVEN trained within 2 months of hire
*Foundations for Local Public Health Practices course within 1 year of hire
*Community Health Worker Certification

*These trainings and certifications can be provided on the job and paid for by the employer.

- **Accountability**

The nature of professional or technical work means that errors in analysis, techniques or recommendations may be difficult to detect. Consequences of errors missed deadlines, or poor judgment could impact the wellbeing of individuals, excessive costs, delay of service delivery, or legal repercussions.

- **Judgement**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations, departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

- **Knowledge, Abilities, Skills**

Knowledge: Knowledge of current nursing and public health nursing principles, practices and procedures and of the various types of medical equipment; knowledge of drug and immunization dosages, mechanisms of action, interactions and adverse side effects; knowledge of communicable diseases and vaccine-preventable diseases; knowledge of applicable MDPH regulations, federal, state and local laws, rules and regulations; Knowledge of gerontology and pediatrics; knowledge of public health emergency preparedness; knowledge of social media and virtual collaboration environments.

Abilities: Ability to interpret and apply regulations firmly, tactfully, and impartially; ability to assess individual and public health needs and issues; ability to operate standard office equipment; ability to work independently and as part of a team working in harmonious relationships with individuals and town officials; ability to be self-motivated, flexible and able to effectively prioritize, multitask and meet deadlines; ability to learn and utilize department specific computer programs.

Skills: Computer skills (Microsoft Word, and Excel), cultural competency, interpersonal, organizational, time management, oral, written communication, and listening skills.

- **Physical, Motor, and Visual Skills**

Physical Skills: Minimal physical demands are required to perform most of the work. 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 supplies, and office equipment weighing up to 30 pounds.

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 administer medications and immunizations, and conduct physical assessments.

Starting Salary is \$55,000 - \$61,000 depending on qualifications and experience.

Interested applicants please mail a cover letter and resume to Quabbin Health District ATTN: Andrea Crete; 126 Main Street, Second Floor; Ware MA, 01082 or email to acrete@townofware.com

This position is open until it is filled.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Quabbin Health District is an Equal Opportunity employer.