Title: Regional Public Health Nurse
Location: Norfolk County-8 – Canton, Dedham (host community), Milton, Norwood, Walpole, Wellesley, Westwood
Caveat: This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health
Hours: 37.5 per week
Salary: $80,000-85,000 annually, commensurate with experience. Position includes a $250/month travel stipend.

Norfolk County-8 (NC-8) seeks a Regional Public Health Nurse with a focus in Maternal Child and Family Health to work with the towns of Canton, Dedham, Milton, Norwood, Walpole, Wellesley, and Westwood. NC-8, based out of the town of Dedham, is a dynamic shared public health initiative among the towns. The Public Health Nurse will be part of a collaborative response to manage and perform essential public health services necessary to support healthier communities. This position will provide nursing services to all seven communities, but be an employee of the Town of Dedham.

Position Purpose

This position is part of a shared service agreement, providing regional nursing support to NC-8's seven municipalities. The Regional Public Health Nurse focuses on maternal, child, and family health (MCH) and supports the development of new initiatives in this area; administers immunizations; and provides seasonal camp health oversight. The role also includes assessing community health needs, implementing interventions, providing resource referrals, participating in public health clinics and educational programs. To support the regional nature of this work, the role features a flexible schedule and a monthly travel stipend to facilitate engagement across all member communities.

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.

- Supports the Wellesley Parent and Newborn Support Services program by learning from its current model and applying that knowledge to develop and guide regional maternal and child health initiatives; collaborates to design a framework to replicate services, including outreach, education, and future home visits to assess newborns and provide resources to new parents across NC-8 communities.
- Collaborates with the NC-8 Advisory Board, regional staff, public health nurses, and other municipal staff across all seven communities to plan, design, and implement regional public health initiatives that expand service delivery and improve community health; maintains ongoing

engagement through meetings, site visits, and participation in coalition meetings to support programs, address emerging needs, and advance initiatives.
- Reports on regional and town project progress to the NC-8 Advisory Board, maintaining project work plans, trackers, and other documentation in coordination with the Regional Staff Coordinator and Dedham Health Director.
- Conducts communicable disease surveillance and provides MAVEN coverage as needed.
- Provides public health program support across NC-8 communities as needed, including vaccine and clinic assistance, seasonal camp inspections, and review of relevant medical documentation.
- This position is based in Dedham with the expectation to work in-person in all seven communities on a minimum of a monthly, rotating basis.

Supervision

Supervision Scope: Exercises independent judgment and initiative in the planning, administration, and execution of public health services. Performs a variety of responsible functions per state statutes and local bylaws.

Supervision Received: The Regional Public Health Nurse works under the general administrative direction and supervision of the Dedham Health Director. For project coordination and implementation of regional initiatives, the nurse collaborates with the NC-8 Regional Staff Coordinator and other NC-8 Advisory Board members. All other NC-8 staff and stakeholders serve as collaborators, with projects filtered through the Dedham Health Director as the primary supervisor.

Supervision Given: Periodically supervises seasonal personnel and volunteers, such as nursing students or MA Responds volunteers in coordination with clinic supervisors.

Judgment

Guidelines–including administrative or organizational policies, general principles, legislation, or directives relevant to a department or functional area–offer only limited guidance for performing the work. Staff are expected to use professional judgement and adapt as needed. Extensive judgment and ingenuity are required to develop new methods or adapt existing approaches to accomplish objectives or address unusual requirements within the limits of established guidelines or policies. Within their department or scope of responsibility, the employee serves as the authority for interpreting guidelines and determining how they should be applied. The employee also develops operating policies as needed.

In collaborative settings, such as coalition or multi-department initiatives, the employee contributes subject matter expertise in public health nursing to support group decision-making, while ensuring alignment with established standards. All professional decisions and actions must comply with Board of Registration in Nursing (BORN) standards, ensuring safe, ethical, and compliant nursing practice. The employee maintains confidentiality of patient records in accordance with health department and MDPH policies and HIPAA requirements.

Complexity

The work consists of employing many different concepts, theories, principles, techniques, and practices relating to the administrative field of public health nursing. Assignments typically concern such matters as studying trends in the field for application to the work; analyzing and interpreting data; assessing services, and implementing and evaluating evidence-based interventions. While the position may involve providing

some nursing support, the majority of responsibilities focus on administrative and programmatic functions, especially during the development and implementation of new programs.

Nature and Purpose of Contacts

The employee supports partnership-building and collaborative relationships with co-workers, vendors, the public, and other stakeholders, including peers from other organizations and representatives of professional organizations. All communications with external partners are coordinated with the NC-8 Health Directors.

Confidentiality

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

Knowledge, Ability & Skill

Knowledge: The Regional Public Health Nurse must have knowledge of community and public health, including epidemiology, communicable disease prevention, and environmental health, with maternal, child, and family health experience strongly preferred. They should be familiar with municipal public health operations, applicable state and local laws and regulations, and have experience working with diverse racial, ethnic, and socioeconomic populations. Knowledge of MIIS or MAVEN platforms is a plus.

Abilities: The employee must be able to work independently and collaboratively across teams, analyze situations, and make sound clinical decisions. They must remain calm and competent in emergencies, communicate effectively verbally and in writing–including using translation services as needed–and travel regularly between towns, requiring a valid driver's license and access to a vehicle.

Skills: Strong clinical nursing skills, planning and organizational abilities, cultural sensitivity and humility, effective employee relations, and proficiency with computers and documentation are essential.

Minimum Entrance Requirements
Education, Training & Experience

- Required: Registered Nurse, licensed by the Massachusetts Board of Registration, Division of Professional Licensure with either:
    - Required: Bachelor's degree in nursing from an accredited program, or
    - Preferred: Master of Science degree in nursing, preferably in family health, community health, or related specialty.
- The ability to speak multiple languages is a plus.
- Knowledge of and experience in maternal, child, and family health.

<u>Special Requirements</u>:
Valid Class D motor vehicle driver's license required; access to a personal vehicle is required to support regular travel across all seven NC-8 communities. A $250/month travel stipend is provided to cover regional local travel expenses.

Required after hire

- MAVEN trained within 6 months
- Local Public Health Training Institute Foundations Course within one year of hire

Recommended

- Massachusetts Association of Public Health Nurses Membership

Physical Requirements

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

Regularly required to walk, stand, sit, talk, and hear; use fingers to handle or feel; climb or balance; stoop, kneel, crouch, or crawl; reach with hands or arms; taste or smell. Ability to view computer screens and work with details for extended periods. May move objects weighing up to 30 pounds, usually less. Must be able to communicate.

Work Environment

The work is performed in a variety of settings, including office environments, clinics, private residences, and indoor and outdoor community settings across the NC-8 region. While the role requires a consistent community presence, it is designed with flexibility to allow for the nurse autonomy over scheduling, community rotation, and in-person presence.

Work is generally performed under varying office and clinic conditions; some risk of exposure to disagreeable environments; potential exposure to communicable, infectious diseases when working with clients, and potential exposure to new chemical or bioterrorist agents. Case management of TB cases as needed.

The employee operates standard office equipment, including a computer; operates various types of medical equipment; and operates an automobile.

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.

We are made up of people with different strengths, experiences, and backgrounds. Diversity not only includes race and gender identity but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

To Submit: Qualified individuals should send a completed resume and cover letter to careers@bmestrategies.com. Please include 'Regional Public Health Nurse' in the subject line of your email.

The Town of Dedham is an equal opportunity employer. We celebrate our diverse community by respecting and appreciating our individual differences. Our inclusive culture energizes all of us to belong, collaborate, and grow.