

**LEOMINSTER HEALTH DEPARTMENT
PUBLIC HEALTH NURSE**

DEFINITION

Position is responsible for ensuring the health and wellness of City residents, including investigating, reporting, and analyzing incidences of communicable diseases; performing health screenings and vaccination programs; and providing education and developing policies on all public health-related matters in accordance with Massachusetts General Law and the directives of the Board of Health.

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.

- Responsible for the daily review of and reporting on various pathogens capable of impacting public health as well as contact tracing, general follow up, completion of case report forms, communication of isolation requirements, review of treatment plans, and offering instruction on containment and recovery in instances of diagnosable communicable diseases.
- Tracks communicable disease occurrence and contact tracing within the city and update MAVEN site as necessary.
- Performs home visits and at-home nursing care, as necessary, including assessments and evaluation for referral.
- Performs technical duties to conduct communicable disease investigation, control, and related follow up. Performs surveillance in collaboration with local physicians, reporting, and enforcement of quarantine and isolation regulations.
- Maintains State vaccine distribution depot and distribute to pre-approved medical care providers. Monitor refrigeration units, provide educational materials, and track all usage. Plans and manages vaccination clinics.
- Works with the Montachusett Public Health Network (MPHN) nurses to provide regional services and consulting with respect to clustering of illnesses and other issues.
- Provides nursing care and nursing care management to communicable illness patients. Provides TB case management to patients including, but not limited to: outreach, investigation, contacts, care management, Direct Observed Therapy (DOT), clinic follow up, laboratory and radiological reports, and discharge for patients in the city as needed.
- Assists patients in gaining access to health services from public or private health resources.
- Maintains and expands upon expertise areas through meetings, research, and continuing education opportunities in order to remain knowledgeable of local needs, federal and state guidance and directives, and communicating changes in practice in an effective manner.
- Participates in budget formulation and departmental purchases.

- Provides (limited) consulting to residents who may call the office with medical related inquiries.
- Reporting of any potential elder and child abuse observed during home visits.
- Assists Food Inspector in investigating food borne illness. Maintains all medical records as required by state and federal laws.
- Maintain necessary medical supply stock.
- Assists with inspections at camps, pools, tanning salons, and tattoo/microblading establishments ensuring that all medical regulations are being met and followed.
- Assist with office staffing and answering of phone calls.
- Performs special projects and assignments as needed.
- Performs other related job duties as required by Director.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the 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.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group lead.

JUDGMENT AND COMPLEXITY

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, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

Registered Nurse licensed by the Massachusetts Board of Registration, Division of Professional Licensure with a bachelor's degree in nursing from an accredited program. 3 to 5 years of related experience with a nursing background; or any equivalent combination of education, training, certification, licensure and experience. The ability to speak multiple languages is a plus.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: The 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, regulations and reporting requirements. Knowledge of medical terminology. Working knowledge of Microsoft Office, Excel, MAVEN and the MIIS platforms. Knowledge of epidemiology concepts.

Abilities: Ability to communicate effectively both orally and in writing, including using translation services as needed. Ability to understand and explain various types of correspondence, reports, and media. Ability to maintain good public relations and to maintain effective collaborative working relationships with City departments, department heads, fellow employees, officials and the general public. Ability to be diplomatic, professional and courteous when dealing with others, especially in contentious or confrontational situations. Ability to meet deadlines. Ability to work independently and collaboratively across teams, prioritize tasks, analyze situations, and make sound clinical decisions. Ability to obtain, collate, and analyze data informing the population's health. Ability to multitask. Ability to provide excellent customer service and explain complicated medical terminology and concepts in a manner that is accessible to all members of the public.

Skills: Customer service skills. Strong written and verbal skills. Must be detail orientated. Strong planning and organizational skills, effective employee relations, and proficiency with computers and documentation are essential. Dependable and reliable.

WORK ENVIRONMENT

The work is generally performed in an office setting as well as off-site locations such as clinics, private residences, and indoor/outdoor community events. The Public Health Nurse must be available off hours and weekends as necessary. The employee operates standard office equipment, including a computer, and operates a vehicle. Valid Class D motor vehicle driver's license required. Access to a personal vehicle is required to support travel as needed.

REQUIRED AFTER HIRE

- MAVEN trained within 3 months
- Local Public Health Training Institute Foundations Course within 6 months of hire
- ICS 100, 200 and NIMS 700 training within 1 year of hire

PHYSICAL, MOTOR, AND VISUAL SKILLS**Physical Skills**

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.

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. Ability to view computer screens and work with details for extended periods. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. Must be able to communicate.

Motor Skills

Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use required.

SALARY

S-9 \$89,928 (non-negotiable)

Qualified individuals should send a completed resume and cover letter to Leominster Human Resources Director, Wendy Hurley, at whurley@leominster-ma.gov. Please include Public Health Nurse in the subject line of your email.

The City of Leominster 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.