



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: 12-19 hours per week (flexible hours within Monday - Friday)

Salary: \$45/hour. Position includes a \$100/month travel stipend.

Position Purpose

Norfolk County-8 (NC-8) seeks a part-time Regional Public Health Nurse (RPHN) to provide community health and nursing support to our seven member communities. Based in the host community of Dedham, the RPHN will support regional health initiatives and provide essential nursing coverage for health activities, including but not limited to: assisting with core community health functions, conducting infectious disease surveillance, administering immunizations and supporting clinics, and supporting seasonal camp inspections.

Essential Functions

- Conducts communicable disease surveillance and provides reporting coverage via MAVEN (Massachusetts Virtual Epidemiologic Network), the state's secure web-based platform for disease tracking and case management.
- Supports the planning and execution of immunization clinics and conducts vaccine administration.
- Supports seasonal camp health inspections and reviews relevant medical documentation to ensure compliance with state and local regulations.
- Manages communicable disease case investigations and follow-ups as required.
- Partners with the Regional Epidemiologist to conduct data-driven surveillance and outbreak investigations, utilizing local disease trends to inform clinic planning and containment strategies.
- Provides "back-up" clinical and administrative nursing support to local health departments to ensure essential services remain uninterrupted during peak demand or staff vacancies.
- Partners with the NC-8 Advisory Board (which includes Health Directors from the seven member communities) and other regional and local health staff to ensure health initiatives align with community needs and to provide a holistic and coordinated public health response.
- Reports on regional and town project progress to the NC-8 Advisory Board through participation in monthly coalition meetings, and maintains project work plans, trackers, and other documentation in coordination with the Regional Staff Coordinator and Dedham Health Director.
- This position is based in Dedham with the expectation to work in-person in all seven communities on a regular, rotating basis.

*Dedham, Massachusetts
Regional Public Health Nurse – Board of Health*

Qualifications and Requirements

- Active Registered Nurse (RN) license in Massachusetts.
- Bachelor's Degree in Nursing (BSN) from an accredited program required; Master's Degree (MSN) in community or family health preferred.
- Strong clinical nursing skills, planning and organizational abilities, cultural sensitivity and humility, effective employee relations, and proficiency with computers and documentation are essential.
- Ability to work independently and collaboratively across teams, analyze situations, and make sound clinical decisions.
- Knowledge of community and public health, including epidemiology, communicable disease prevention, and environmental health experience strongly preferred.
- Ability to remain calm and competent in emergencies.
- Experience working with diverse racial, ethnic, and socioeconomic populations.
- Ability to communicate effectively verbally and in writing, including utilizing translation services as needed. The ability to speak multiple languages is a plus.
- Valid Class D driver's license and access to a personal vehicle for regular travel within and across the seven NC-8 communities.
- Familiarity with municipal public health operations, applicable state and local laws and regulations, and MIIS or MAVEN platforms is a plus.
- Must complete MAVEN training within 6 months of hire and Local Public Health Training Institute Foundations Course within one year of hire.

Scope and Accountability

- Supervision: Works under the general administrative direction and supervision of the Dedham Health Director, collaborating regularly with the NC-8 Regional Staff Coordinator and the NC-8 Advisory Board members, which includes the Health Directors of the seven member communities. May periodically supervise seasonal personnel or volunteers.
- Decision-Making: Exercises independent clinical judgment aligned with the Board of Registration in Nursing (BORN) standards.
- Confidentiality: Maintains strict confidentiality of patient records in compliance with MDPH and HIPAA regulations.

Physical Demands and Work Environment

- Environment: 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. Includes potential exposure to infectious diseases.
- Physical Demands: Requires walking, standing, clinic setup, and the ability to view screens for extended periods. Must be able to lift and move objects up to 30 pounds.
- Scheduling Flexibility: While the role requires a consistent community presence, it is designed with flexibility to allow autonomy over scheduling, community rotation, and in-person presence.

Diversity, Equity, and Inclusion

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 Apply: Please submit a resume and cover letter to careers@bmestrategies.com with the subject line “NC-8 Regional Public Health Nurse”.

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.

The essential functions or duties listed above 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.

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.