



TOWN OF MILLIS

HUMAN RESOURCES

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7041

Public Health Nurse

The Towns of Medway and Millis are seeking a collaborative, community-focused Public Health Nurse to support and promote the health and wellness of residents of all ages. This shared position works under the direction of the Health Directors and plays an important role in communicable disease response, community health education, wellness programming, public health clinics, and coordination of public health initiatives.

The Public Health Nurse provides professional nursing services in a variety of settings including clinics, schools, homes, and community facilities. Responsibilities include communicable disease investigation and reporting, use of the MAVEN system, vaccine management, public health education, wellness clinics, coordination with healthcare providers and community organizations, and support of local public health initiatives and programs.

Required: Registered Nurse (RN) licensed and currently registered in Massachusetts, Minimum of two (2) years of experience in public health nursing, community health, population health, or related healthcare setting. Valid Massachusetts Class D Driver's License, Strong communication, organizational, and interpersonal skills, Experience with communicable disease response, immunizations, and public health programming preferred, Experience with MAVEN and MIIS preferred.

A full job description is attached.

This is a full-time, benefited, non-exempt union position at 30 hours per week shared between the Towns of Millis and Medway, with 15 hours allocated to each community.

The position is classified as Grade 6 on the SEIU Salary Table, with a pay range of \$36.55–\$45.70 per hour.

Applications are available upon request at the Human Resources Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054, or at www.millisma.gov. Completed job application and resume should be returned to the Human Resources Office at humanresources@millisma.gov

Applications will be accepted until position is filled.

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.



TOWN OF MILLIS

DATE: May 2026

JOB TITLE: Public Health Nurse
DEPARTMENT: Health Department
REPORTS TO: Health Director/s

UNION/PP: SEIU
GRADE: 6
FLSA: NON-EXEMPT

DEFINITION

Under the direction of the Health Directors for the Towns of Millis and Medway, performs professional public health nursing work to promote, protect, and improve the health and well-being of residents of all ages. Utilizes knowledge of nursing, public health, and social sciences to provide education, prevention, advocacy, case management, and direct care services. Ensures compliance with applicable federal, state, and local public health, sanitation, and environmental health regulations while supporting community-wide public health initiatives and responding to emerging health needs.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Provides professional public health nursing services to residents of all ages in homes and other community settings.
- Promotes and protects public health through education, counseling, outreach, advocacy, disease prevention, communicable disease response, and direct nursing services.
- Investigates, monitors, reports, and manages communicable and infectious diseases in accordance with Massachusetts Department of Public Health (MDPH) regulations, including use of the MAVEN system for surveillance, reporting, case investigation, follow-up, and data collection.
- Coordinates care, referrals, and follow-up services with health care providers, social workers, schools, Council on Aging personnel, and other community partners.
- Plans, coordinates, and administers public health clinics and programs, including immunization, influenza, tuberculosis testing, blood pressure screening, and other community wellness initiatives.
- Manages vaccine ordering, storage, inventory, accountability, distribution, returns, and related records in compliance with state and federal requirements.
- Coordinates and oversees clinical operations for public health clinics, including training and directing volunteers as needed.
- Maintains medical records, reports, case files, and confidential information in compliance with applicable laws, regulations, and professional standards.
- Communicates and collaborates with residents, local businesses, health care providers, Town departments, state agencies, and community organizations regarding public health programs, services, and concerns.
- Develops and participates in community public health education, outreach, wellness initiatives, and special events, including the annual Health and Wellness Fair.

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- Conducts inspections and administers state-mandated public health programs and services, including recreational camp inspections in compliance with 105 CMR 430.
- Serves as the coordinator for Millis Opioid Abatement Fund activities, including administration, tracking, coordination, and annual reporting, and assists the Medway Health Director with related opioid settlement activities and initiatives as needed.
- Participates in professional organizations, emergency preparedness activities, trainings, and continuing education programs as required. (such as Local Emergency Planning Committee (LEPC), Medical Reserve Corps (MRC))
- Maintains required certifications, licenses, permits, and program compliance requirements, including CLIA waiver renewals.
- Purchases and maintains adequate supplies and materials necessary for public health nursing programs and services.
- Provides reports and updates to the Board of Health, Health Directors, and other officials regarding public health concerns and program activities.
- Performs other similar or related duties as required.

SUPERVISION RECEIVED

Works under the policy direction of the Board of Health and the administrative supervision of the Health Director(s). The employee exercises considerable independent judgment in performing professional public health nursing duties in accordance with applicable laws, regulations, policies, and established public health practices. Guidance is provided for complex, unusual, or sensitive situations.

SUPERVISION EXERCISED

May provide guidance, training, and coordination to volunteers, temporary staff, or others assisting with public health programs, clinics, and initiatives. Coordinates with Town departments, schools, community organizations, and outside agencies regarding health-related programs and services.

EDUCATION AND EXPERIENCE

Registered Nurse (RN) licensed and currently registered in the Commonwealth of Massachusetts with a minimum of two (2) years of experience in public health nursing, community health, population health, or a related healthcare environment. Must possess a valid Massachusetts Class D Driver's License. Membership in the Massachusetts Association of Public Health Nurses is preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of modern public health nursing principles, practices, and techniques; infectious disease prevention and control; applicable federal, state, and local public health laws and regulations; and community health resources and services. Knowledge of public health reporting systems, including MAVEN and MIIS, medical recordkeeping requirements, HIPAA and confidentiality standards, and standard office technology and software applications.

Ability: Ability to assess and respond to individual and community health needs; interpret and apply public health laws, regulations, and clinical guidelines; administer immunizations and

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public health programs; maintain accurate and confidential records; prepare reports; respond appropriately to public health concerns, outbreaks, and emergencies; exercise sound professional judgment and discretion in sensitive situations; communicate technical information in understandable terms; and establish and maintain effective working relationships with residents, health professionals, Town departments, community organizations, and the public.

Skills: Strong clinical nursing, organizational, communication, interpersonal, and problem-solving skills. Skill in maintaining confidentiality, using medical and nursing equipment, coordinating multiple programs and responsibilities, and providing compassionate and professional care to individuals across the lifespan. Ability to manage complex public health situations involving multiple agencies, changing conditions, and sensitive or confidential information.

WORK ENVIRONMENT

Work is performed in a combination of office and field settings, with travel throughout the community including homes, schools, clinics, and care facilities. Noise levels and work environments may vary. The position may require attendance at evening or weekend meetings, clinics, community events, or response outside normal business hours during public health emergencies or urgent situations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Moderate physical demands in patient care and clinic work. Must be able to stand for extended periods and lift or carry supplies or equipment up to 30 pounds regularly. Vision and hearing must be sufficient to perform clinical tasks and operate equipment.

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 use computer and other office equipment.