

REGIONAL PUBLIC HEALTH NURSE

Leicester Regional Public Health Coalition

Part-time up to 16-19 hours/week; non-benefitted

POSITION SUMMARY

The Leicester Regional Public Health Coalition seeks a knowledgeable, compassionate, and community-focused Registered Nurse to provide public health nursing services across the Coalition's eight-member communities: Leicester, Barre, Brookfield, Hardwick, Holden, New Braintree, North Brookfield, and Oakham.

The Regional Public Health Nurse works closely with the Human Health Services Director/Shared Services Coordinator to coordinate vaccination clinics, community outreach, wellness programming, and other public health initiatives. The position promotes and protects population health through communicable disease and follow-up, vaccination services, health screenings, education, emergency preparedness, and collaboration with municipal and community partners.

The position is funded through the Public Health Excellence Grant expected to run through June 2027 with potential to expand beyond that. Regional travel and occasional evening or weekend hours may be required for clinics, community events, outbreaks, or public health emergencies.

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.

- Monitors reportable communicable diseases, conducts case investigations and follow-up, and maintains required records in MAVEN in accordance with Massachusetts Department of Public Health guidance.
- Coordinates tuberculosis case and contact follow-up, including directly observed therapy (DOT) when required.
- Works closely with the Human health Services Director/Shared Services coordinator to plan, coordinate, promote, and implement community health initiatives throughout the region.
- Conducts approved community health screenings and develops health education and wellness programs based on regional and municipal needs.
- Participates in emergency-preparedness planning, vaccinations clinics, outbreak response, and other public health emergency activities.
- Collaborates with municipal departments, Boards of Health, schools, Councils on Aging, healthcare providers, and community organizations to promote public health and connect residents with appropriate resources.
- Maintains current knowledge of public health nursing practices and completes required training, documentation, and program reporting.

- Performs other related public-health nursing duties as assigned, consistent with professional licensure and the position's part-time schedule.

SUPERVISION

Works under the general supervision of the Regional Health Director and in close collaboration with the Human Health Services Director/Shared Services Coordinator. The employee plans and prioritizes assigned work independently in accordance with professional nursing standards, applicable laws and regulations, Massachusetts Department of Public Health guidance, Coalition procedures, and the priorities of participating municipalities.

JUDGMENT AND COMPLEXITY

Exercises significant judgment in the application of professional nursing and public health principles. Work involves complex problem-solving and initiative to develop new approaches for enhancing community health.

NATURE AND PURPOSE OF CONTACTS

Engages with a wide range of stakeholders, including municipal employees, community organizations, healthcare providers, and the public, to advance public health goals. Excellent communication and negotiation skills are required to build partnerships and promote public health initiatives.

CONFIDENTIALITY

Has access to confidential health information and must comply with all applicable laws and regulations regarding confidentiality, including HIPAA and the State's Public Records Law.

EDUCATION AND EXPERIENCE

- Associate degree in nursing from an accredited institution required; Bachelor of Science in Nursing preferred.
- Current Massachusetts Registered Nurse license.
- At least one year of professional nursing experience; public or community health experience preferred
- Valid driver's license and reliable transportation
- Current CPR/BLS certification or ability to obtain it after hire.
- MAVEN and Foundation for Local Public Health Practice training must be completed after hire if not already completed.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough understanding of public health principles, communicable disease management, health education strategies, and emergency preparedness.

Ability: Capable of independent work and decision-making based on best practices in public health nursing. Strong organizational and program management skills.

Skills: Excellent communication, both oral and written and the ability to engage effectively with various community groups and stakeholders.

WORK ENVIRONMENT

Hybrid role with both office duties and community fieldwork, including direct public health interventions and educational programming. Requires flexibility to meet community health needs across the region.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Minimal physical demand is required to perform most work. You may be required to lift objects such as files, boxes of paper, office supplies, and office equipment weighing up to 30 pounds. When conducting inspections, more physical effort is required.

Motor Skills: Duties are primarily mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld and scientific technology, and other office equipment.

Visual Skills: Visual demands require reading documents routinely for general understanding, analytical purposes, and observations.

The Town of Leicester has a four-day work week. Starting rate is \$40-\$50 per hour DOQ, for 16-19 hours per week, non-benefitted.

Please submit resume and cover letter to hr@leicesterma.org. Submissions are due by October 9, 2026. The Town of Leicester is an equal opportunity employer.