

CITY OF MARLBOROUGH

Marlborough, MA 01752

AA #20-10

POSITION AVAILABLE BOARD OF HEALTH PUBLIC HEALTH NURSE

Definition

The Public Health Nurse performs professional nursing and administrative work to provide and organize various public health programs and services; other related work, as required. This is a benefited, 35-hour position under the direct supervision of the Director of Public Health.

Essential Duties and Responsibilities

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 assessing the public health needs of the community, addressing issues of concern and planning interventions; participates in the department budget process.

Investigates, reports, and takes follow-up actions regarding communicable and infectious diseases; responds to cases of rabies exposure; responds to emerging pathogen issues, such as West Nile Virus and Eastern Equine Encephalitis.

Plans and implements immunization clinics, influenza and pneumonia clinics, hepatitis B vaccinations and blood pressure clinics; maintains and updates all records associated with immunizations; responsible for medical record retention in accordance with the secretary of state requirements; may conduct tuberculosis testing, direct observed therapy and report results.

Investigates and reports cases of elder abuse or self-neglect and cases of child abuse or neglect and conducts follow-up activities. Conducts home visits relative to sanitary code violations and conducts follow-up.

Collaborates with the Human Services / Council on Aging to address emergency elder needs. In addition, works with the Human Services Department on homeless calls.

Coordinates with the Department of Mental Health and the community crisis teams on mental health issues.

Responsible for inspecting and licensing recreational camps for children, tanning establishments, body piercing establishments, bodywork establishments, and body art establishments.

Oversees the implementation of various State public health programs and vaccine distribution.

Provides information pertaining to public health to health professionals and the public.

Organizes internship programs and oversees the work of community health interns.

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May review the work of other staff when medical judgment is required.
Performs other similar or related duties as required, or as situation dictates.

Works with Director of Public Health or other Staff members regarding Public Health Emergency Preparedness plans, drills, and exercises and may attend meetings.

Helps oversee the Medical Reserve Corps Program.

Coordinates with inspectors and other Staff regarding Foodborne Illness complaints and follow-ups.

Coordinates with the School Nurses on public health and school health matters

Represents the department on various committees and attends applicable meetings related to public health matters in the community. May also serve as the Board of Health representative on the city's Substance Abuse Prevention Coalition.

Provide consultation, education and resources for residents, providers, agencies and town employees relating to pertinent health issues through media outlets, websites, meetings, and health promotions/fairs.

Supervision

Works under the direction of the Director of Public Health and in accordance with state statutes and professional standards; responsible duties of a complex and diverse nature require professional judgment in promoting and implementing public health programs.

Work Environment

Some work is performed in typical office conditions, other work is performed in varying conditions with the possibility of exposure to contagious diseases, blood borne pathogens, unsafe housing conditions and high-risk patients; the volume and nature of work are subject to unplanned events, such as disease outbreaks; responds to public health emergencies.

The employee operates standard office equipment, medical equipment and an automobile.

The employee has regular contact with the general public, City departments and state agencies to provide and obtain information pertaining to public health issues and provision of services.

The employee has access to confidential medical information, criminal and legal proceedings.

Errors could endanger public health, result in personal injury or injury to others, or have legal repercussions.

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Recommended Minimum Qualifications

Education and Experience

Registered Nurse; Bachelor’s Degree preferred; two years of nursing experience; public health experience preferred; or an equivalent combination of education and experience.

Additional Requirements

Registration by the Commonwealth of Massachusetts as a Registered Nurse – (maintenance of credential required)

Current Certification in BLS CPR/AED

Valid Massachusetts motor vehicle operator’s license

Familiarity with MAVEN is a plus but not a requirement

Knowledge, Ability, and Skill

Knowledge of public health nursing principles, practices and public health resources; knowledge of communicable diseases and vaccine preventable diseases; knowledge of applicable MDPH regulations.

Ability to work independently; ability to communicate effectively in written and oral form; ability to assess individual and public health needs and issues; ability to establish and maintain harmonious relationships with City officials, public health officials and the general public; ability to manage multiple tasks in a detailed and timely manner; ability to effectively handle problems in the field and during emergencies.

Excellent interpersonal skills; skill in performing nursing techniques and the use of various medical equipment.

Physical Requirements

Light to moderate physical effort is required to attend to patients. Ability to lift up to 30 pounds occasionally. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine documents, fine print and medical instruments, use a computer and operate an automobile.

Step Salary: \$64,527.17 – \$72,585.61

Please forward cover letter and resume to:

Human Resources Department
City of Marlborough
140 Main Street
Marlborough, MA 01752
hrjobs@marlborough-ma.gov

Deadline for applications extended: **July 31, 2020**

Position:	<input type="checkbox"/>	Union	<input type="checkbox"/>	Non-Union	<input type="checkbox"/>	Contract
Class:	<input checked="" type="checkbox"/>	Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>	Intermittent
	<input type="checkbox"/>	Provisional	<input checked="" type="checkbox"/>	Permanent	<input type="checkbox"/>	Temporary

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