

PUBLIC HEALTH

Public Health Nurse

DEFINITION

This position includes, but is not limited to promoting and protecting the health of and preventing disease in the Town of Hanson's population, performing highly responsible professional nursing duties in a variety of public health programs, observing and evaluating the physical and emotional conditions of patients, conducting investigations of communicable diseases, and making home visits.

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.

- Coordinates programs, services and other activities to promote wellness, prevent disease, including planning, scheduling and overseeing the annual health fair, safety fair and influenza vaccination clinics throughout Town; trains and supervises all public health nursing staff and volunteers to assigned roles.
- Monitors state communicable disease information system (MAVEN), and conducts investigations in accordance with state laws and regulations. Conducts isolation and quarantine as necessary to protect community at large.
- Maintains variety of files, documents and data systems; prepares, maintains and updates client records, billing statements, including billing for vaccines, supplies, reports; remains compliant with HIPAA/state laws and regulations.
- Develops programs that support individual and community health effort, including planning, scheduling and conducting health clinics, health fairs, home visits, telephone consults, emergency preparedness trainings, exercises and drills.
- Evaluates referral information to determine clients' needs, including conducting physical assessment and interview to determine past and future health concerns.
- Updates Massachusetts Immunization Registry, which requires entry of immunizations into database within seven days of vaccination.
- Interprets and applies various public health laws and regulations.
- Oversees camp inspections; meets with camp directors throughout year to instruct them regarding statutory and regulatory requirements; consults with camp administrators; inspects camps.
- Develops and seeks funding for health programs for Town residents.
- Is an active member of the Region 5 MRC (Medical Reserve Corps)
- Is trained in and familiar with NIMS 700, ICS 100 through 300, and is familiar with EDS (Emergency Dispensing Site) and Emergency Preparedness planning, exercises and drills.
- Performs similar or related work as required.

SUPERVISION RECEIVED

Works under general direction of Board of Health policies and the Health Agent. Employee plans and prioritizes the majority of 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

ACCOUNTABILITY

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could impact the wellbeing of individuals, excessive costs, delay of service delivery, or legal repercussions.

JUDGMENT

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 and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Nurse has regular access at the departmental level to a variety of confidential information and must abide by State Law and HIPPA guidelines at all times.

EDUCATION AND EXPERIENCE

Bachelor of Science in Nursing degree from accredited institution required and from one to up to three years of experience in public or community health nursing or a related field or any equivalent combination of education and experience.

Current license to practice as registered professional nurse in Commonwealth of Massachusetts, immunization record and proof of immunizations, driver's license and CPR certification required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of current nursing and public health nursing principles, practices and procedures; knowledge of drug and immunization dosages, mechanisms of action, interactions and adverse side effects; knowledge of federal, state and local laws, rules and regulations; knowledge of social media and virtual collaboration environments; knowledge of Microsoft Word and Excel.

Abilities: Ability to interpret and apply regulations firmly, tactfully, and impartially; ability to operate standard office equipment; ability to work independently and as part of a team; ability to be self-motivated, flexible and able to effectively prioritize, multi-task and meet deadlines; ability to learn and utilize department specific computer programs.

Skills: Math skills; cultural competency, interpersonal, organizational, time management and listening skills.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Incumbent may be required to work beyond normal business hours and meet with clients in homes, courts, police stations, jails or hospitals.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

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

Qualifications

Bachelor of Science in Nursing degree from accredited institution required and from one to up to three years of experience in public or community health nursing or a related field or any equivalent combination of education and experience.

Current license to practice as registered professional nurse in Commonwealth of Massachusetts, immunization record and proof of immunizations, driver's license and CPR certification required.

Job Details

Category

Town of Hanson

Status

Contracted 3-5 hours per week
Open

Salary

\$29.00 - \$35.00/hour
Non-benefits eligible

Posted

September 14, 2020

Closing

Open Until Filled