



Regional Public Health Nurse

Background

The MetroWest Shared Public Health Services group is seeking to hire a Regional Public Health Nurse to support for the towns of Hudson, Ashland, Holliston, Maynard, Milford, Millis and Natick and the city of Framingham. The eight MetroWest Health Departments are engaged in an innovative initiative to strengthen core local public health services, to advance the recommendations of the 2019 Special Commission on Local and Regional Public Health and promote healthier communities across the region.

The position will lead or assist with administration and implementation of public health nursing functions including but not limited to immunizations (I.E., flu and COVID), communicable disease investigations, planning and implementing interventions to support health of residents, participating in public health clinics and educational programs, participating in and directing population health focused emergency preparedness for participating municipal health departments.

Essential Duties and Responsibilities

The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Additionally, as a shared service position, some functions or duties may be performed as a lead role and others may be performed in a support role to a health department's public health nursing lead.

- Plans, coordinates and administers clinics such as immunizations, influenza, COVID-19, blood pressure, cholesterol, and others
- Performs surveillance and data collection of all reportable communicable diseases and maintains records and files case investigation in MAVEN to the Massachusetts Department of Public Health (MDPH)
- Orders and maintains adequate supplies of vaccine for residents and coordinates reallocation of MDPH supplied vaccine with local eligible providers and the MDPH. Dispenses vaccine, monitors related storage requirements and maintains distribution records and usage of vaccine according to State regulations
- Collaborate with other municipal departments such as Council on Aging, Substance Use, Public Safety on health issues such as older adult needs, mental health, substance use disorder
- Complies with all departmental and state protocols including proper storage and disposal of medical supplies and waste
- Provides home visits as requested and needed
- Performs community health assessments and population health needs assessments;
- Identifies social determinants of health and population health needs of the community; identifies vulnerable populations and plans and implements relevant interventions
- Plans, develops and conducts community education programs



- Assists with planning and coordination of emergency preparedness, including volunteer recruitment and training; and planning for events where the health of the population may be threatened
- Collaborates with community, regional and statewide resources to meet health needs of population
- Maintains knowledge of current developments in public health nursing; attend seminars and workshops related to public health nursing
- Performs miscellaneous office duties as they relate to record keeping, correspondence, electronic communication, filing, copying, scanning, and answering phones
- Performs other related job duties as required.

Supervision

Works under the supervision of the Shared Services Coordinator and the Director of Public and Community Health in accordance with applicable rules, regulations, and policies. Varied and responsible duties require the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Work Environment

Most work is performed in typical office conditions, with regular attendance at off-site meetings.

The employee operates standard office equipment.

The employee has ongoing contact with other town departments, outside agencies, and the public by telephone, e-mail, in person, and in writing.

This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

Errors could result in delay, loss of service, loss of grant fund, and/or legal repercussions, and could be costly for the Town.

Required Minimum Qualifications

- Registered Nurse License (RN)
- Bachelor of Science in Nursing Degree (BSN)
- At least 2 years of population health experience (e.g., VNA, Community Health Worker)
- Valid Class D Motor Vehicle Driver's license required
- CPR Certification

Required Credentialing After Hire

- MAVEN training within 6 months of hire
- Foundations for Local Public Health Practice course within 1 year of hire

Preferred Experience, Skills, and Knowledge

- Bi-lingual a plus, Portuguese or Spanish preferred
- Experience as a Public Health Nurse



- Experience with MAVEN
- Knowledge of Local Public Health functions (i.e., housing inspections, restaurant inspections, etc.)
- Knowledge of Local, State and Federal laws, policies, practices, and procedures related to public health nursing
- Knowledge of communicable diseases/infection control, vaccine and immunization procedures and laws, state regulations and codes, and public health principles.
- Working knowledge of drug and immunization interactions and adverse side effects.
- Knowledge of human services and familiarity with community facilities, and resources for providing local services.
- Ability to independently make decisions
- Commitment to the role of public health in promoting racial justice and health equity
- Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities
- Grant writing and reporting experience
- Excellent interpersonal, verbal, and written communication skills
- Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel
- Strong organizational skills, ability to prioritize and to multi-task

Physical Requirements

Moderate physical effort is required to perform duties under typical office conditions and travel to off-site locations. The employee is frequently required to sit, speak, hear, and use hands to operate equipment. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. Vision requirements include the ability to read and analyze documents and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

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.

Job Title: Regional Public Health Nurse
Location: 78 Main Street, Hudson, MA 01749
Salary: Grade M7, starting at \$66,425 (range up to \$87,409)
Job Type: Full-time 37.5 hours per week
Non-union
Grant funded

Application by email is also accepted at: fsantos@townofhudson.org

Position is posted until filled.

The Town of Hudson is an Equal Opportunity / Affirmative Action employer.