

## Regional Public Health Nurse

The Regional Public Health Nurse Coordinates and leads a Regional Public Health Nurse (PHN) Program in close cooperation with the local PHNs and health officials in Hamilton, Essex, Rockport, and Wenham. Designs, implements, and evaluates Public Health Nursing efforts across the region to support all age groups, primarily focusing on serving as a backup and support system for existing public health nurses. The successful candidate will manage the organization and operations for annual and emergency vaccination clinics held at various locations in Hamilton, Essex, Wenham, and Rockport, ordering of vaccines, provision of vaccines as available to uninsured or underinsured, and provision of vaccines for public immunization campaigns.

Supervision Received: Operates under the discretion and general direction of the Regional Public Health Shared Services Coordinator with additional guidance provided by the member communities' town manager/administrator health directors/agents and public health nurses.

Supervision Given: Recruit, train, and supervise volunteers and hire hourly employees on an as-needed basis with the local public health nurse.

### Essential Job Functions:

- Participate in emergency planning activities and act as a liaison with school and town personnel and local public health nurses.
- Engage in emergency preparedness activities to support the primary public health nurse.
- Acts as a health consultant.
- Assists with Investigations of Communicable diseases using MAVEN systems.
- Participation in governmental and community organizations related to planning and implementing Public Health Nursing services in Hamilton, Essex, Rockport and Wenham.
- Seek, develop relationships with, and work cooperatively with community partners; network with other organizations to gain knowledge and act as a liaison to those organizations.
- Schedule temporary staff for events, ensuring smooth operation and support for ongoing public health efforts.
- Identify and draft necessary policies and procedures under the direction of health officials to achieve an efficient operation and support ongoing health efforts with local public health nurses.
- Provides assistance and support to committees and subcommittees as needed.
- Contribute to the development of an annual budget.
- Serve as the project lead with the Department of Public Health for the Regional Public Health Nurse and Public Health Social Worker program as directed by health officials.
- Complete Community Health Assessment to monitor general health status and identify community health problems.

- May be required to work flexible hours.
- Conduct weekly check-ins with each Town's TM/TA for debriefing sessions to ensure effective communication and collaboration.
- Other duties as assigned.

Requirements:

- Must possess a valid, current license to practice as a Registered Nurse in Massachusetts.
- B.S.N. in Nursing required. M.S.N. in Nursing preferred.
- Prior experience in Public Health/School Nursing and/or Ambulatory Nursing is strongly preferred
- Must have access to own transportation and ability to travel throughout the community.
- Must be competent in using Microsoft Office and have experience using electronic health record programs.
- Must be physically able to bend, lift 20 pounds, and move up and downstairs.

Recommended Qualifications & Experience –

- Minimum two years experience.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Must have current C.P.R. and First Aid certification.
- Ability to interface and engage with diverse volunteer and donor groups.
- Self-directed, action-oriented, adaptable, and innovative.
- Past success working with a board of directors with the ability to cultivate existing board member relationships.
- Strong computer, social media, and website skills.

Salary: Up to \$85,000 per year

Full-time/40 hours per week