

**Town of Hamilton, Town of Rockport,  
Town of Essex & Town of Wenham**

**Regional Public Health Nurse**

Department	Health Department
Reports to:	Director of Health
Position Status:	Exempt
Weekly Hours:	40 Hours per week
Salary Classification:	To \$99,000 annually

**Position Summary/Purpose:**

The Regional Public Health Nurse coordinates and leads a Regional Public Health Nurse (PHN) Program in cooperation with the local PHNs and health officials in the four member communities that comprise the Eastern Essex Regional Public Health Coalition (EERPHC). Designs, implements, and evaluates Public Health Nursing efforts across the region to support all age groups.

**Supervision:**

*Supervision Received:* Works under the general direction of the Hamilton Director of Health with additional guidance provided by the member communities.

*Supervision Given:* Recruit, train and supervise volunteers and hire hourly employees on an as needed basis.

**Essential Job Functions:**

- Collaborate with Shared Services Coordinator to provide needed services to all communities in the EERPHC
- Participate in Emergency Planning and Emergency Preparedness activities; act as liaison with school and Town personnel.
  
- Acts as a health consultant.
- Assists with Investigations of Communicable diseases using ISIS and MAVEN systems.
- Participation in governmental and community organizations related to planning and implementing Public Health Nursing services in Hamilton,

Wenham, Essex and Rockport. Seek, develop relationships with and work cooperatively with community partners; network with other organizations to gain knowledge and ideas and act as a liaison to those organizations.

- Help plan and implement health screening programs, wellness education clinics, and vaccination clinics to all 4 member communities.
- Schedule temporary staff for events.
- Identify and draft necessary policies and procedures to achieve an efficient operation and standardize local response across all four communities.
- Provides assistance and support to committees and subcommittees as needed.
- Contribute to the development of an annual budget.
- Acts as the project lead with the Department of Public Health for the Regional Public Health Nurse and Public Health Social Worker program
- Other duties as assigned.

Requirements:

Recommended Minimum Qualifications

- 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 strongly preferred
- Must have access to own transportation and ability to travel across the member communities on a routine basis.
- Must be competent in use of Microsoft Office and have experience using electronic health record programs.
- Must be physically able to bend, lift 20 pounds, and move up and down stairs.
- Must have current CPR and First Aid certification.

Desired Professional Qualifications & Experience -

- Minimum two years senior level management experience.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- 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 web site skills.

Work Schedule

- Work may include evenings, weekends and holidays

**Physical and Mental Requirements:**

Work Environment

	N o n e	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other- Insects/nature			X	

Physical Activity

	N o n e	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing and balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Smelling	X			

Bending, pulling, pushing		X		
Other-Driving			X	

#### Lifting Requirements

	N o n e	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### Noise Levels

	N o n e	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		