

TOWN OF HAMILTON, MA
PUBLIC HEALTH NURSE

Department	Health
Reports to:	Health Agent
Position Status:	Non-Exempt
Weekly Hours:	14 (On-call for urgent/active disease response)
Salary Classification:	Grade 12

Position Summary/Purpose:

The purposes of this position are to coordinate, deliver and administer community health services, ensuring compliance with federal, state and local laws, ordinances, mandates and protocols. The Public Health Nurse is required to exercise considerable independent judgment in administering and delivering health services and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Oversees and performs a wide variety of services requiring responsible professional, technical and functional supervisory responsibilities, requiring an extensive knowledge of health regulations and disease management, and related public health activities. Exercises substantial judgment and initiative to effectively and efficiently administer public health services.

Supervision Received: Works with minimal direction from the Health Agent and the Board of Health, following professional standards, procedures and policies.

Supervision Given: Provides functional supervision to Volunteers, representatives of the Hamilton Boards of Health and an Administrative Assistant, developing job direction, assigning tasks, providing instructions as needed and monitoring performance related to community health clinics, communicable disease management, and emergency shelters. In emergency situations may assume command responsibilities and/or act in place of the Health Agent, in his/her absence.

Essential Job Functions:

(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.)

- Plan, organize, coordinate and implement public health clinics and events, including but not limited to immunization, vaccination, blood pressure, hearing/vision, whooping cough and TB screenings, surveys and inoculations. Perform nursing duties, as needed. Supervise volunteers, Town, and Board of Health clinic workers. Coordinate with agencies, schools, senior groups and other local community groups. Order, store, distribute and account for medical tests and supplies.

- Perform TB clinics on an urgent basis; obtain mantoux test, recruit nursing staff, communicate with local pulmonary clinic to assess patient progress and maintain contact with patients to monitor health status, including drug observation therapy (DOT). Inform MA Department of Public Health of positive patients.
- Conduct home visits as needed/appropriate, for communicable disease follow-up, administration of immunizations, or assessment of needs. Provide private counseling service on health issues, as requested.
- Distribute state-provided vaccines to area providers and fulfill storage and accountability requirements. Oversee distribution of Potassium Iodide (KI) tablets if needed.
- Train for, and participate in, emergency response planning for the Town and respond in the event of an emergency, including on-site work in shelters and other facilities. May assume command responsibilities in community emergency situations; recruit and train volunteers.
- Track communicable diseases, using state-wide electronic systems; issue Isolation and Quarantine orders, if necessary. Implement medical reimbursement and authorization forms and processes; oversee and/or submit and file required records. Ensure confidentiality of health records.
- Perform communicable disease/foodborne illness surveillance, reporting and mandated investigations to determine possible causes; collect food and body fluid samples for State Laboratory, as needed.
- Conduct community educational outreach training and programs, including topics such as Lyme Disease, chronic illnesses, toxins, and medication review with seniors and others. Educate local physicians and school administrators and nurses to ensure effective communicable disease controls.
- Coordinate and conduct with the Health Inspector all necessary documentation and inspections for Town day camps.
- Maintain productive relationships and collaborate with all Town departments for the purpose of enhancing efficiency and productivity.
- Prepare, submit and present reports to the Boards of Health, and the State Department of Public Health, as appropriate and required. Maintain databases; perform research and analysis as needed to keep abreast of public health issues, mandates and trends.
- Oversee volunteers and health clinic/emergency Town staff and assist them in coordinating their services and handling medical and operational issues.
- Monitor federal, state and local regulations that are applicable to the Health Department services and insure compliance by volunteers.
- Ensure that the volunteers within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conduct accident and incident investigations within their area of responsibility, examine the root cause of all accidents and determine whether or not the incident or accident was preventable.
- Develop health clinic/events policies and procedures and recruit, train and supervise volunteers and Town staff. Responsible for all administrative functions in support of this position.

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.

- Continue training and professional development; keep current within health field.
- Assist other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a BSN, a Massachusetts R.N. license over 5 years of related experience or related work experience, or any equivalent combination of education, training and work experience. Municipal experience preferred.

Special Requirements:

Must have and maintain: Valid Driver's License and a MA Registered Nurse license, as well as ICS 100 and NIMS 700 certifications.

Knowledge, Ability and Skill:

- Comprehensive knowledge of nursing and public health principles and practices, including communicable diseases, recreational camps for children, food sanitation, housing, public health and related laws, and emergency preparedness.
- Thorough knowledge of state and local public health statutes, regulations, codes, mandates, policies and procedures, particularly as governed by the State Dept. of Public Health.
- Ability to develop and implement health clinics, events, services, testing and emergency plans, with supporting compliance forms and processes. Ability to write procedures; strong clinical and research skills. Ability to perform clinical nursing work.
- Ability to develop, deliver and implement educational workshops and supporting materials on health topics, including environmental precautions, common and communicable disease symptoms and processes, and medication watch-outs.
- Ability to oversee and maintain detailed and accurate records and data bases; skilled in the use of relevant software, such as Microsoft Office, as well as any software specific to reporting requirements, such as MIIS and Maven.
- Ability to establish and maintain effective working relationships with the Board of Health, Town staff, officials, department heads and State agencies and Councils.
- Ability to plan and prioritize department operations and to successfully present ideas, initiatives and regulations to a variety of constituencies, particularly the general public.
- Ability to recruit, assign, train, and supervise volunteers and Town staff, in relation to disease screening, prevention, treatment and related emergency protocols and services.
- Strong verbal and written skills; excellent nursing, organizational, counseling, interpersonal, problem solving and crisis management skills.
- Aptitude for working with and explaining health policies and procedures to people.
- High level of customer service skills to convey a sense of trust and medical competence.

Job Environment:

Administrative work is performed in a moderately noisy office with frequent interruptions from regulatory agencies, the public and Town employees to provide information and deal with

related issues and problems.

Occasionally works in a non-office environment, requiring travel by private car, involving weather exposure, for health events, home visits, meetings, collecting samples, visits to community sites, and related activities.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment. Uses medical syringes and needles, as well as sample collection devices and other nursing related equipment.

Makes frequent and periodic contact with Town staff, the State Dept. of Public Health, local Boards of Health, medical professionals, volunteers, school administrators, community groups and people requiring disease management. Frequently responds to residents questions. Communication is frequently by telephone, mail, and e-mail. Contacts require a high level of detail and clinical professionalism.

Errors in judgment or omissions could result in delay in personal injury or loss; monetary loss and/or rework; injuries to other employees, and resulting legal impact.

Has access to confidential information, including health and communicable disease information and records.

Physical and Mental Requirements:

Work Environment

	None	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- attending meetings		X		

Physical Activity

	None	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 stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-				

Lifting Requirements

	None	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

	None	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			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

