

**Town of Natick
Job Description**

Position Title:	Public Health Nurse	Grade Level:	3
Department	Health Department	FLSA Status	Exempt
Reports to:	Director of Public Health		

Statement of Duties: Employee work performs most work duties with a high degree of independence, receiving only broad guidance from superior on administrative matters. Uses initiative in scheduling visits and clinics, and in handling a variety of public health situations. Employee must be guided by Federal, State and local laws and regulations. Is considered an authority in public health nursing.

Supervision Required: The employee works under the supervision of the Director of Public Health.

Supervisory Responsibility: The employee does not directly supervise others, but intermittently may provide work direction and advice to others, such as citizen volunteers and volunteer health care providers.

Accountability: The employee is accountable to carry out the regulations, policies and procedures governed under the Commonwealth of Massachusetts, Town of Natick and Board of Health; must follow the requirements outlined in the Nurse Practice Act of Massachusetts and Code of Ethics and guidelines set under the Conflict of Interest Law.

Judgment: The employee may be required in certain instances to use best judgment practices to in the interest of a patient, situation and while representing the Board of Health/Health Department.

Complexity: The Public Health Nurse's principal responsibilities include but not restricted to:

- Maintaining competency on ever-changing laws, procedures and techniques
- Carrying out all needed paperwork requirements, mandated by higher levels of government
- Counseling clients and significant others on a broad range of medical, behavioral and social needs.

Meeting these responsibilities involves a continuous balance of critical reasoning and initiative.

Confidentiality: The employee is responsible to follow the Health Information Patient Protection Act (HIPPA) when applicable. Confidentiality must be maintained when interacting

Department of Public Health
Public Health Nurse
7/29/14

Town of Natick Job Description

with clients and their contacts, and when keeping client records.

Work Environment: Work takes place inside and outside of the office. Office work includes, but not limited to, record keeping, preparing reports, screening programs, administration of clinics and tests, counseling and ancillary functions. Field work includes visits to homes, facilities, camps and other settings. Hazards include adverse weather and road conditions, and exposure to communicable diseases and environmental hazards.

Nature and Purpose of Contacts: Primary contacts are with Director of Public Health for coordinating work of department and exchanging information on programs. Other contacts are with recipients of nursing services. Finally, there are contacts with health care professionals, and representatives of government and community agencies, for collaboration and the interchange of information.

Occupational Risks: Possible exposure to communicable diseases and environmental hazards.

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.

The nursing process of assessment, Diagnosis, Planning Implementation and evaluation underlies each function of the Public Health Nurse which are as follows:

- Disease Prevention by providing immunizations as needed or required to any Natick resident, Town employee, retirees and attendees of Town-located schools.
- Provide annual influenza vaccine clinics for Natick residents, Town employees and retirees.
- Manage administrative data and records as appropriate, Complete Massachusetts Department of Public Health (MDPH) Case Report as appropriate for each reportable disease.
- Investigate all reports of Communicable Disease as determined by the (MDPH) and enforce pertinent regulations, when required, to prevent spread of disease.
- Consult, collaborate and educate as needed with the involved case and contacts, medical providers, medical facilities, MDPH epidemiologists and other members of the Health Department during communicable disease investigation.
- Administer and interpret Tuberculosis (TB) Skin Tests (Mantoux) to eligible residents and case manage all suspected and confirmed cases of TB in accordance to protocol and guidelines set by the MDPH Division of TB Prevention and Control.

Department of Public Health
Public Health Nurse

7/29/14

**Town of Natick
Job Description**

- Provide Lead Poisoning Screenings to eligible residents 0- 5 years old, per protocol and guidelines of the MDPH Childhood Lead Paint Prevention Program (CLPPP).
- Investigate reported animal bites, evaluate status of contact victim(s) and submit completed report to the Animal Inspector.
- Collaborate with the health department inspectional staff to inspect camps for compliance with the Massachusetts State Sanitary Code governing camps.
- Participate in local, state and federal training programs in disaster and emergency preparedness.
- Participate in planning and preparation sessions offered by local, state and regional agencies for emergency preparedness, participating member of the Natick Local Emergency Planning Committee (LEPC).
- Under the guidance of the Board of Health and Director of Public Health, act as the Administrator and Liaison to the Natick Medical Reserve Corps (MRC), oversee data management of volunteers, process new member applications and background checks, assist in coordinating trainings and events, communicate pertinent information to volunteers.
- Provide consultation, education and resources for residents, providers. Agencies and Town employees relating to pertinent health issues through media outlets, department website, meetings, health promotions and health fairs.
- Collaborate with other Town agencies and coalitions in order to provide advocacy for residents and the community.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Possess current licensure as a Registered Nurse (RN) in the Commonwealth of Massachusetts.
- Maintenance of required continuing education units (CEU) in accordance with the Massachusetts Board of Registration in Nursing.
- Completion of a Baccalaureate Degree in of Nursing (BSN) or higher from an accredited college or university.

Department of Public Health
Public Health Nurse
7/29/14

**Town of Natick
Job Description**

- Candidate must be in good physical health.
- Must possess a valid Massachusetts Motor Vehicle Operator's license.
- Current Certification in BLS CPR/AED.

Knowledge, Abilities and Skill

Knowledge:

- Working knowledge of public health nursing principles, practices and procedures.
- Working knowledge of Federal, State and Local laws and regulations pertaining to public health.
- Working knowledge of the control elements of communicable diseases.
- Working knowledge of community and regional organizations and resources concerned with health care, social services and related services.

Abilities:

- Ability to complete a variety of reports, including monthly and annual reports, which will accurately review the activities and functions of the Public Health Nurse.
- Ability to establish and maintain effective and harmonious relationships with the department staff, and other partners involved in the execution of the position.
- Ability to receive and follow guidance of others, such as: Board of Health, Director of Public Health.
- Ability to perform a great deal of work independently when needed.

Skill:

- Must possess good communication and computer/electronic skills

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Department of Public Health
Public Health Nurse
7/29/14

Town of Natick Job Description

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.