



TOWN OF ROCKLAND

Job Description

Position Title:	Public Health Nurse	Grade Level:	N/A
Department	Board of Health	Date:	June 2, 2020
Reports to:	Health Agent	FLSA Status:	Non-Exempt

Statement of Duties: Employee provides professional public health nursing functions to the public. Work includes developing, implementing and conducting a variety of programs and clinics based on policies and guidelines established by the Board of Health, serving as a resources and referral source for the public, providing information and education to the public and assessing the needs of persons at risk.

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.

- Administers prescribed medications, immunizations and TB screenings and educates clients on doses, mechanism of action, interactions and potential side effects. Monitors clients for adverse reactions and responds according to established standards of care.
- Coordinates programs, services and other activities to promote wellness, prevent disease, including planning, scheduling and overseeing the annual health fair, safety fair and influenza vaccination clinics throughout Town; trains and supervises all public health nursing staff and volunteers to assigned roles.
- Monitors state communicable disease information system (MAVEN) and conducts investigations in accordance with state laws and regulations. Conducts isolation and quarantine as necessary to protect community at large. Gathers requested information from patients, providing teaching when needed. Enters data into computer program. Consults with State Epidemiology when necessary.
- Maintains variety of files, documents and data systems; prepares, maintains and updates client records, vendor invoices, billing statements, including billing for vaccines, supplies, reports; remains compliant with HIPAA/state laws and regulations.
- Develops programs that support individual and community health effort, including planning, scheduling and conducting health clinics, health fairs, home visits, telephone consults, emergency preparedness trainings, exercises and drills.
- Evaluates referral information to determine clients' needs, including conducting physical assessment and interview to determine past and future health concerns.
- Updates Massachusetts Immunization Registry, which requires entry of immunizations into database within seven days of vaccination.
- Interprets and applies various public health laws and regulations.
- Oversees camp inspections; meets with camp directors throughout year to instruct them regarding statutory and regulatory requirements; consults with camp administrators; inspects camps.
- Develops and seeks funding for health programs for Town residents.
- Is an active member of the Region 5 MRC (Medical Reserve Corps)

- Is trained in and familiar with NIMS 700, ICS 100 through 300, and is familiar with EDS (Emergency Dispensing Site) and Emergency Preparedness planning, exercises and drills.
- Consults with schools, the Board of Health, Massachusetts Department of Public Health (MDPH) and various local area health facilities regarding specific health issues.
- Remains current about new diseases, drugs, treatments, and vaccines using various prominent and renowned sources such as the Center for Disease Control (CDC) and the Massachusetts Department of Public Health (MDPH) and plans accordingly. Attends required/necessary educational information presented by MDPH, CDC, and Graduate Schools of Public Health.
- Provides appropriate care to walk-in patients (suture removal, tick removal, assessment of falls, lacerations, infections, dressing changes), and counsels when appropriate.
- Performs other related work as may be required or assigned.

Supervision Required: Works under the supervision of the Health Agent in carrying out policies and procedures. Works independently in carrying out the duties of the job, reporting any circumstances or conditions to the Health Agent as required.

Supervisory Responsibility: There is no direct employee supervision, but this position is responsible for the supervision of vendor, client and public relations.

Confidentiality: Has access to department-related confidential information such as health and financial records of patients where privacy and discretion is required. Follows HIPAA regulations.

Accountability: Errors in administrative and professional decisions could result in damage to personal and public health, poor community relations, and lower standards of service.

Judgment: Performs varied and responsible duties requiring judgment and initiative in the operations of public health and in assessing the physical health of patients.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risks: High and unavoidable risks of exposure to hazards associated with the care and treatment of patients in various medical situations. High risk associated with blood and body fluid contact mitigated by use of Universal Precautions.

Recommended Minimum Qualifications:

Education and Experience: Bachelor of Science in Nursing degree from an accredited institution and Masters in Public Health preferred, with at least three years of experience in public or community health nursing or a related field or any equivalent combination of education and experience. Current license as a Registered Nurse from the Massachusetts Board of Nursing.

Special Requirements: Must possess and retain a valid Class D Massachusetts Motor Vehicle License, CPR certification required, immunization record and proof of immunizations and be licensed as a Registered Nurse in the state of Massachusetts.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of the policies and practices of professional nursing, public health, community outreach and intervention, and Medicare and Medicaid programs; knowledge of federal, state and local laws, rules and regulations; knowledge of social media platforms, Microsoft Office and Excel.

Abilities: Ability to develop effective working relationships with department personnel, subordinates, the general public and state and local officials; ability to express oneself clearly and concisely orally and in writing with honesty and integrity; Ability to enforce and interpret regulations firmly, tactfully, and impartially. Ability to maintain confidentiality or highly sensitive information always. Ability to use office equipment efficiently and take on multiple tasks in a detailed, organized manner.

Skills: Excellent organizational, listening, planning and analytical skills; Proficient computer skills and various software and spreadsheet applications; Excellent customer service, oral and written skills.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Incumbent may be required to work beyond normal business hours and meet with clients in homes, courts, police stations, jails or hospitals.

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.

Physical Demands: Work is conducted in both an office and a field environment. Some physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, standing and smelling. There may also be some occasional lifting of objects such as, files, computer paper and office equipment weighing up to 30 pounds.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills in order to perform activities such as operating a telephone system, personal computer, office equipment, computer keyboarding, filing and/or sorting of papers, utilizing medical equipment and driving an automobile.

Visual Demands: Normal hearing and vision is required for the position. The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend.

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.