TOWN OF MILTON
JOB POSTING

POSITION: Public Health Nurse
GRADE: Part-Time 16 Hrs. - $442.72 Weekly
DEPARTMENT: Board of Health
DATE: June 30, 2017

RESPONSIBILITIES:
Employee works under the general direction of the Health Director; works independently on a daily basis in accordance with department policies and provides monthly reports and attends meetings of the Board of Health. Work includes: administering various public health programs relating to protecting the health of persons in the community and controlling the spread of communicable diseases; providing technical support to public school nurses and private schools in the community; planning and implementing emergency management, bioterrorism and influenza programs; responds to emergency events. Performs detailed, complicated and responsible nursing functions that require the exercise of independent judgement.

REQUIREMENTS:
Graduation from an accredited registered nursing program and Bachelor of Science degree; two years of experience in community or public health nursing; or an equivalent combination of education and experience.

Special Requirements
Registration by the Commonwealth of Massachusetts as a Registered Nurse
Massachusetts Motor Vehicle Operator’s License

RESPOND TO:
Send letter of interest and resume to: Paige A. Eppolito, Assistant Town Administrator, Town Office Building, 525 Canton Avenue, Milton, MA 02186. Position open until filled.

See www.townofmilton.org for full job description.
PUBLIC HEALTH NURSE

Definition
Professional nursing work includes: administering various public health programs relating to protecting the health of persons in the community and controlling the spread of communicable diseases; providing technical support to public school nurses and private schools in the community; planning and implementing emergency management, bioterrorism and influenza programs; responding to emergency, bioterrorism, and pandemic flu events; all other related work, as required.

Supervision
Works under the general direction of the Health Director; works independently on a daily basis in accordance with department policies and provides monthly reports and attends meetings of the Board of Health.

Performs detailed, complicated and responsible nursing functions that require the exercise of independent judgment. Also performs varied and responsible functions requiring considerable judgment in the interpretation and application of public health and emergency management practices, laws, and regulations to frequently changing conditions, threats, and problems.

Periodically supervises seasonal personnel and volunteers, such as nursing students. Provides office coverage in the absence of the Health Director, Health Agent and Principal Clerk.

Job Environment
Work is generally performed under varying office and clinic conditions; some risk of exposure to disagreeable environments; potential exposure to communicable, infectious diseases when working with clients and potential exposure to new chemical or bioterrorist agents. Case management of TB cases as needed.

The employee operates standard office equipment, including a computer; operates various types of medical equipment; operates an automobile.

The employee makes constant contacts requiring patience, tact, and discretion with children, teachers, parents, other town departments, Department of Public Health, and other health care personnel; contacts are on the telephone and in person.

The employee has access to confidential information related to medical records.

Errors, such as failure to use proper medical and nursing techniques, could cause delay or loss of service, personal injury, injury to others, and legal repercussions for the town.

Essential 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.

Maintains communicable disease surveillance system (MAVEN) through follow-up of disease reports and investigation, enforcement of isolation and quarantine regulations, and control of outbreaks, interprets symptoms and laboratory results; prepares reports to the State Department of Public Health on communicable diseases.

Conducts public health clinics as needed; e.g., flu, pneumonia, and tetanus/diphtheria; participates in collaborative efforts with community groups and health care providers to promote wellness in the town.

Participates in the Local Emergency Planning Council; participates in regional BT preparedness activities; completes and reviews annually the infectious disease/flu pandemic and community emergency plan; responds to emergency, bioterrorism, and pandemic flu events; receives Incident Command System and National Incident Management System certification; and participates in twenty-four hour emergency availability through the Health and Homeland Alert Network (HHAN).

Milton, Massachusetts
Public Health Nurse
Enters electronic MIIS data of immunizations given at clinics.

Conducts blood pressure screening and health consultation for town employees.

Assists with development of Public Health Educational materials.

Reviews death certificates to monitor mortality and morbidity trends; issues burial permits; inspect camp records.

Keeps and prepares reports from a variety of clinics, immunizations, and related records and charts.

Researches, applies for, and administers grants.

Accompanies the Health Agent on Inspections as deemed necessary.

Performs similar or related work as required, directed, or as situation dictates.

**Recommended Minimum Qualifications**

**Education and Experience**
Graduation from an accredited registered nursing program and Bachelor of Science degree; two years of experience in community or public health nursing; or an equivalent combination of education and experience.

**Special Requirements**
Registration by the Commonwealth of Massachusetts as a Registered Nurse
Massachusetts Motor Vehicle Operator’s License

**Knowledge, Ability, and Skill**

*Knowledge.* Working knowledge of the principles, practices, and techniques of modern public health nursing. Knowledge of applicable state and local public health laws and regulations. Familiarity with community and state facilities and resources providing medical, emergency management, and related social services and practices.

*Ability.* Ability to appraise individual and community health needs and problems and to interpret medical findings and public health laws and regulations to the general public. Ability to establish and maintain effective working relationships with children, school personnel, physicians, the elderly, parents, community agencies, and the general public. Ability to maintain pertinent medical records and charts and to prepare reports.

*Skill.* Skill in performing nursing techniques. Skill in the use of various medical equipment, computer programs, and websites. Excellent interpersonal skills. Compassion for people of all ages.

*Must be available to work two full business days a week.*

**Physical Requirements**
Minimum physical effort demanded in the care of patients. Ability to communicate verbally to clients and the general public. May be required to stand and walk for long periods of time when conducting clinics. May be required to lift materials weighing up to 30 pounds.

*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.*

Milton, Massachusetts
Public Health Nurse