



**City of Newburyport
Public Health Nurse
Job Description**

Position Purpose:

The purpose of this position is to assist the Health Director in the day to day health concerns within the City of Newburyport and to offer public health assistance when needed.

Supervision:

Supervision Received:

Works under the general direction of the Health Director and follows established general and special orders, rules, regulations, policies and procedures of the City and general laws of the Commonwealth of Massachusetts.

Supervision Given:

None

Job Environment:

Administrative and technical work is performed in a moderately noisy office with constant interruptions during the day from the general public at the counter and on the phone, and dealing with citizens' or contractors' issues and problems; Requires the operation of office computers, printer, calculator, telephone, copier, facsimile machine, and all other standard office equipment.

Makes constant and periodic contact with other municipal departments, Board of Health Members, vendors, businesses, state and regional agencies, food service establishments, hospitals, laboratories and doctors' offices, trades people and the general public; communication is frequently in person, by telephone, mail and in writing and email.

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.)

- Investigate the occurrence of cases, suspected cases or carriers of all reportable diseases using principles of epidemiology. Verify the existence of the disease, ascertaining the source of the disease-causing agent. Identify unreported cases through case finding, locating contacts of the cases, identifying those at risk of disease, determining necessary control measures and informing the public if necessary.
- Responsible for receiving, recording, and reporting communicable diseases as required by the Massachusetts Department of Public Health (MDPH) including the utilization of the MAVEN surveillance database.
- Plan, implement and evaluate immunization clinics for the general public. Organize and supervise other nurses and volunteers from the community. Obtain and utilize standing orders from Board of Health physician. Function as part of the emergency response Incident Command structure and participate in local and regional Public Health emergency response activities. Immunize individuals by appointment.

- Participates in Massachusetts Immunization Information System (MIIS) and reports immunization data in a timely manner.
- Administer a vaccine distribution program for the City. Maintain a vaccine depot. Order and pick up vaccines and supplies from the Regional Health Office. Distribute vaccines and supplies to health care providers. Maintain vaccine inventory and record information required by state regulations, as well as provide detailed invoices for payment and processing
- Provide case management for tuberculosis patients and their contacts, including home visits for assessment and follow-up, as needed. Administer Mantoux tests to individuals. Collaborate with State TB officials to control spread of TB.
- Regular wellness and blood-pressure clinics for select populations and locations.
- Provide health-screening programs based on community need. Counsel residents on a wide variety of health issues via telephone and private appointment. Maintain a network of community referral sources. Refer people to appropriate agencies or services.
- Perform annual inspections of Recreational Camps for Children with the Health Director, reviewing medical information for camp permit applications and verifying medical documentation follows applicable regulations.
- Reach out to at-risk populations to make health services more accessible to the public. Establish and/or join coalitions as a method of addressing selected public health problems.
- Provide consultation to community health care providers with regard to developing policies and procedures, quality assurance, staff development, utilizing appropriate community resources and problem solving.
- Participate in community health assessment process and participate in community health policy development and review. Participate in collaborative efforts to improve the health of the City.
- Receives foodborne illness complaints and carries out activities necessary for the protection of the community, working with the Health Director if the outbreak is traced to food establishments. Provides backup for other professional staff as needed, including inspectional services or office coverage.
- Continue professional development by obtaining required continuing education units and attending Regional Public Health Nurse meeting.
- Attend meetings of the Board of Health and upon request of the Health Director or Board of Health.
- Must be able to work independently.
- Make public presentations before the Board of Health, professional organizations, or groups to provide information on Departmental programs and goals.
- Participate in Emergency Preparedness related activities in an effort to stay informed and current with statewide planning as well as is prepared to assist in the coordination of emergency response in the community. Assist in MRC recruitment and training.

Minimum Required Qualifications:

Education, Training and Experience:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in nursing or a related field and MA RN licensure
- Minimum of one (1) year experience in a recognized public health position, preferably with a local Health Department.
- CPR Certified
- Knowledge of the MAVEN and COLOR systems a plus.
- A combination of education and employment experience may be substituted for minimum requirements.
- Ability to communicate clearly and concisely both verbally and in writing.
- Ability to listen and discern issues of concern.
- Proficiency in the use of a computer and associated programs and software.
- Valid driver's license.
- Must be able to pass Criminal Records Check (CORI)

Special Requirements:

Knowledge, Ability and Skill:

- Knowledge of Public Health practices
- Knowledge of applicable state and municipal laws
- Ability to address the public's concerns with diplomacy
- Skilled in all applicable computer applications and preferable knowledge of social media/communication methods.

Errors and Omissions:

Errors in judgment or omissions could result in delays in service, loss of funds and legal ramifications.

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 essential functions.

While performing the duties of this job, the employee is regularly required to sit and drive. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is required to talk or hear. Work is performed under a wide variety of conditions, including the outdoors, in establishments and facilities, and residential housing. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus.

(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.)