

BELCHERTOWN-WARE PUBLIC HEALTH NURSE

DEFINITION

Position includes, but is not limited to promoting and protecting the health of and preventing disease in the Town's population, performing highly responsible professional nursing duties in a variety of public health programs, observing and evaluating the physical and emotional conditions of patients, conducting investigations of communicable diseases, and making home visits.

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.

- Monitors state communicable disease information system (MAVEN), and conducts investigations in accordance with state laws and regulations. Enforce pertinent regulations for isolation and quarantine, when required, to prevent spread of disease and to protect the communities at large. Complete case report as appropriate for each reportable 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.
- Maintains variety of files, documents and data systems; prepares, maintains and updates client records, case reports; remains compliant with HIPAA/state laws and regulations.
- Administer and interpret Tuberculosis (TB) Skin Tests (Mantoux) to case contacts 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.
- Administers prescribed immunizations and/ or medications during exposure or outbreak situations per standard protocol. Plan, oversee and implement emergency dispensing clinics for wide-scale or pandemic events. 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.
- Updates Massachusetts Immunization Registry, which requires entry of immunizations into database within seven days of vaccination.
- Collaborate with inspection staff in the health department on medical matters relating to code enforcement, such as reviewing immunization records and medical storage protocol during licensure of Recreational Camps for Children, reviewing adequacy of emergency and first aid provisions at public pools or beaches, exclusion of food service workers due to communicable illness, and assisting in rabies prevention/ response protocol in human exposure cases.
- Is trained in and familiar with NIMS 700, ICS 100, and is familiar with EDS (Emergency Dispensing Site) and Emergency Preparedness planning, exercises and drills.

- Collaborate with area coalitions in order to provide advocacy for residents and the community in areas such as the opioid crisis, abuse prevention, curtailing youth access to tobacco and alcohol, Mass in Motion programs, and other public health initiatives.
- Participate in local, state and federal training as needed.
- 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

SUPERVISION RECEIVED

Works under general direction of the Director of Public Health. Employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

ACCOUNTABILITY

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could impact the wellbeing of individuals, excessive costs, delay of service delivery, or legal repercussions.

JUDGMENT

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

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 CONTACTS

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.

CONFIDENTIALITY

Incumbent has regular access at the departmental level to a variety of confidential information.

EDUCATION AND EXPERIENCE

Bachelor of Science in Nursing degree from accredited institution preferred and from one to up to three years of experience in public or community health nursing or a related field or any equivalent combination of education and experience. Current license to practice as registered professional nurse in Commonwealth of Massachusetts, immunization record and proof of immunizations, driver's license and CPR certification required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of current nursing and public health nursing principles, practices and procedures; knowledge of drug and immunization dosages, mechanisms of action, interactions and adverse side effects; knowledge of federal, state and local laws, rules and regulations; knowledge of social media and virtual collaboration environments; knowledge of Microsoft Word and Excel.

Abilities: Ability to interpret and apply regulations firmly, tactfully, and impartially; ability to operate standard office equipment; ability to work independently and as part of a team; ability to be self-motivated, flexible and able to effectively prioritize, multi-task and meet deadlines; ability to learn and utilize department specific computer programs.

Skills: Math skills; cultural competency, interpersonal, organizational, time management and listening 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, medical facilities, or detention facilities.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes, ability to administer medications and immunizations, conduct physical assessments; ability to operate automobile, computers, office machines and equipment.