

**Town of Dover, Massachusetts  
Job Description**

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|-----------------------|----------------------------|---------------------|-----------|
| <b>Position Title</b> | Shared Public Health Nurse | <b>Grade Level:</b> |           |
| <b>Department:</b>    | Health                     | <b>Date:</b>        | 1/10/2024 |
| <b>Reports to:</b>    | Health Director            | <b>FLSA Status</b>  |           |

**Statement of Duties:** The Public Health Nurse is responsible for promoting and protecting the health and well-being of all individuals within the Towns of Dover and Sherborn with the goal of promoting community health, as well as, disease prevention, maternal and family health, chronic disease management, injury prevention, environmental health, communicable disease control and emergency preparedness. Public Health Nursing is a specialty within nursing and public health and is defined as the practice of promoting and protecting the health of populations using knowledge from nursing, social and public health sciences.. Public health nursing services include supporting access to care and linkage with care for residents at high risk of illness, disability, premature death or poor recovery outcomes.

**Note:** This is a shared position with 25 hours per week in Dover and 15 hours per week in Sherborn. The position offers full benefits provided by the Town of Dover and will be partially funded by a grant from the Department of Public Health.

**Supervision Required:** The Dover and Sherborn Boards of Health appoint the Public Health Nurse. The Public Health Nurse reports to and works under the general supervision of the Boards of Health, the Dover Health Director, and the Sherborn Board of Health's Health Administrator. The nurse receives medical direction from a physician who contracts with the Boards of Health or Charles River Health District to provide that service. The Public Health Nurse works independently, within established policies and procedures and the requirements of federal, state, and local law (as applicable), and with minimal direct supervision.

**Position 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.*

**Essential Functions:**

- Develop and implement a community public health outreach plan and work collaboratively with Towns' departments, boards and committees, the schools, stakeholders, and partners to achieve public health goals.
- Plan, implement, and evaluate public health clinics, screenings, and health education outreach and awareness workshops within the communities, targeting all ages and sub-population groups.
- Provide consultation, education, and resources for residents, providers, agencies, and Towns' employees relating to pertinent health issues through media outlets, Towns' website, meetings, health promotions, and health fairs.
- Provide immunizations in clinics, by appointment, including during home visits if indicated, under the direction of a licensed Medical Director

- Provide case management for residents with communicable diseases in accordance with state regulations and guidance through surveillance and contact tracing, using MAVEN. Manage administrative data and records as appropriate. Complete MDPH case reports, as appropriate, for each reportable disease.
- Assist in the Towns **vaccine education and resources through partnership** with the Boards of Health, the Dover-Sherborn Schools, the Council on Aging, and other governance bodies and organizations.
- Conduct home visits as needed in collaboration with the Dover Health Director, the Sherborn Health Administrator, Councils on Aging, or Boards of Health.
- Investigate reported animal bites, evaluate status of contact victim(s), and submit completed reports to the Animal Inspector.
- Collaborate with the Agent/Inspectors to inspect camps for compliance with the Massachusetts State Sanitary Code governing camps.
- Collaborate with other departments as needed in preparation and implementation of emergency preparedness plans.
- Participate as needed in local, state or federal training programs in disaster and emergency preparedness.
- Collaborate with other Towns' departments and agencies in order to provide advocacy for residents and the community.
- **Seek and secure funding for high priority initiatives.**
- **Participate** in the Public Health Shared Services program.
- Assist department staff and agents/inspectors in related environmental health functions such as food-borne outbreak investigations.
- **Assess and identify environmental conditions to reduce morbidity and mortality associated with environmental hazards.**
- Attend Board of Health and other municipal meetings, keeping members current about public health needs, and represent the Board at various Town and community meetings and events preparing and delivering presentations on public health topics, as required.

**Education and Experience:** Graduation from an accredited nursing program for registered nurses, preferably with a Bachelor of Science degree. Possession of current licensure as a Registered Nurse (RN) in the Commonwealth of Massachusetts. Maintenance of required continuing education units in accordance with the Massachusetts Board of Registration in Nursing. Current certification in BLS CPR/AED.

**Required Credentialing after Hire:**

- MAVEN training.
- Foundations for Local Public Health Practice course within six months.

**Special Requirements**

- Must possess a valid driver's license and access to an automobile.

**Knowledge, Abilities and Skills**

- Thorough knowledge of applicable state and local public health laws and regulations.

- Working knowledge of public health nursing principles, practices, and procedures.
- Working knowledge of community and regional organizations and resources concerned with public health, social services, and related services.
- Knowledge of the control elements of communicable diseases.
- Ability to establish and maintain effective working relationships with the elderly, children, parents, community agencies, and the general public.
- Ability to complete a variety of reports which will accurately reflect the activities and functions of the Public Health Nurse.
- Ability to work independently.
- Possession of good verbal and written communication skills.
- Facility with Word and Excel, their utilization in daily work activities, and ability to navigate state data management systems and have knowledge of health screening, office equipment, and computer programs..
- Experience with communication via social media.

**Accountability:** Consequences of errors or poor judgment may include adverse public relations, patient injury, personal injury, monetary loss, legal repercussions, labor/material costs, program jeopardization, and/or danger to public health or safety. Communicate promptly with the Health Agent, Health Administrator, and members of the Board of Health about urgent issues.

**Judgment:** Work is performed in accordance with local, state or federal legislation, or directives that pertain to the provision of public health services. Extensive judgment and ingenuity are required to develop new methods and approaches for accomplishing objectives or to deal with new or unusual circumstances within the limits of the guidelines or policies.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to nursing in the public health field. Assignments typically involve evaluation interpretation and the application of regulations or laws.

**Nature and Purpose of Relationships:** Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, and peers from other organizations. The employee serves as a representative of both Dover and Sherborn Boards of Health. The employee, on behalf of the Boards, is required to communicate departmental practices, procedures, or regulations with the public with tact in an effort to maintain public health.

**Work Environment:** Work takes place inside and outside of the office. Office work includes, but is not limited to, record-keeping, preparing reports, planning and managing screening programs, administering of clinics and tests, counseling, and ancillary functions. Field work includes visits to homes, Town departments and offices, camps, and other settings.

**Physical Demands:** *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 Skills:** While performing the duties of this job, the employee may be regularly required to stand, sit, walk, talk, hear, reach, bend, stoop, kneel, handling, gripping, fingering and use hands and fingers to operate a computer, telephone, and keyboard. Specific vision abilities required by this job include close vision requirements due to computer work and operating a motor vehicle. Light to moderate lifting may be required.

**Motor Skills:** Duties involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination in order to stretch, reach or assist patients, to operate a motor vehicle or personal computer.

**Visual/Auditory Skills:** The Shared Public Nurse is required to constantly read documents, instructions and procedures for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend and is regularly required to determine color differences.

**Occupational Risk:** Hazards include adverse weather and road conditions and exposure to communicable diseases and environmental hazards.

**Confidentiality:** Ensure resident records are kept secure and confidential, and maintained in a manner consistent with Board of Health policies and procedures and state privacy standards.

**Supervisory Responsibility:** The Public Health Nurse is responsible for identifying areas of concern and assessing and implementing ways by which concerns can be eliminated or mitigated. The Public Health Nurse collaborates closely with the Boards of Health and state agencies and supports the Towns' public health and mental health initiatives with evidence-based public health strategies.

*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.*