The Tri-Town Health Department, serving the towns of Lee, Lenox, and Stockbridge is seeking a full time qualified public health nurse. This position is full time with comprehensive benefits. Compensation negotiable depending on the qualifications and experience. Duties include providing skilled nursing services to Southern Berkshire communities by conducting communicable diseases investigation, surveillance, and case management, support town/regional flu clinics, contact tracing, and/or any other community public health services as needed. Requirements: A Bachelor's degree (BSN) in Nursing is required. Minimum three to five years of nursing experience with at least two years of experience in community health; or any equivalent combination of education and experience. Requires a valid Massachusetts licensure as a Registered Nurse. Knowledge of communicable diseases/infection control, vaccine and immunization procedures and laws, state regulations and codes, and public health principles. This posting will remain open until filled.

Please submit a cover letter and resume to: Executive Director of Public Health, 45 Railroad Street, Lee, MA 01238 or jim@tritownhealth.org. To access the full job description, please visit www.tritownhealth.org. Rates and contract terms commensurate based upon experience. **EOE/ADA/AA/F/V** ##10/20/22

REC'D LEE TOWN CLERK
OCT 20 '22 PM12:01

Regional Public Health Nurse

Overview:

The Tri-town Health Department is seeking a qualified public health nurse that will assist the district with a variety of local public health nursing skill deliverables. Compensation negotiable based upon experience.

Supervision:

Works under the policy direction of the Tri-Town Health Department Executive Director and in accordance with applicable provisions of: Federal Laws, Massachusetts General Laws; regulations (CMRs) and town by-laws, rules, and regulations. The Regional Nurse reports to the Regional Public Health Nurse Leader.

Job Environment:

Some work may be performed remotely; routine exposure to office conditions; regular exposure to outdoor weather conditions when conducting field work; involves potential exposure to communicable diseases.

Makes frequent as needed contacts with, town officials, state agencies, other departments.

Has access to all MAVEN related confidentiality information.

Scope of Service/Essential Functions: The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.

1. Under the general direction of the Executive Director of Public Health and Regional Nurse Leader, conducts, manages, and performs a variety of professional nursing, social support, and health education functions and duties.

2. Conducts communicable disease investigation, surveillance, and case management. Investigates outbreaks and conducts epidemiological surveys of all cases of diseases dangerous to the public health. These efforts are undertaken in concert with the Massachusetts Department of Public Health (MDPH) using the Massachusetts Virtual Epidemiologic Network (MAVEN) and may occur on a 24/7 basis in emergency circumstances. These efforts involve the maintenance and revision of electronic records in MAVEN for communicable disease investigation, surveillance, and case management.

3. Assist Nurse Leader to Plan, implement, and coordinate medical, nursing, outreach, and social service systems for those suspected and confirmed cases of communicable disease

including starting and completing appropriate and effective treatment. Includes contact at various locations including home visits.

4. Ability to research, create, develop, and implement community public health educational programs. Determine specific educational target areas for the community and is innovative when relaying information to increase community engagement.

5. Attend trainings and seminars. Attend Board of Health membership meetings as needed.

6. Communicates with nursing homes, schools, daycare facilities, hospitals, and other organizations on disease control and prevention as needed.

7. Develops plans of care, evaluates on an ongoing basis and assist community members on intervention programs as needed.

8. Maintains local communicable disease surveillance system through follow up of disease reports and investigation, enforcement of isolation and quarantine regulations and control of outbreaks.

9. Provides training and consultation to individuals and practitioners such as residents, school nurses, physician, and day care staff. Works in an interdisciplinary team to decide the most effective training style.

10. Reviews permanent public health records and statistical information on mortality and morbidity to assess community needs.

11. Participates in the local emergency planning committee, working with other departments for emergency planning.

12. Participates in education and trainings to maintain licensure and certifications.

13. Inspects camps in collaboration with Health Inspectors.

14. Coordinate's childhood wellness program, develops brochures, markets the program. Encourages community members to participate.

15. Coordinates as necessary with state agencies on a variety of initiatives and programs.

16. Prepares reports for partner municipalities as needed.

17. Receives and records reports of pulmonary and extra pulmonary tuberculosis. Investigates reported cases. Identifies contacts of infected persons and reports these to the Department of Public Health. Assumes responsibility for the medical case management of tuberculosis and the uninterrupted treatment of patients. Manages all cases of tuberculosis; provides daily Directly Observed Therapy (DOT) for all multi-drug resistant

cases. Acquires sputum specimens and submits them to lab for testing. Proceeds with compulsory hospitalization, as necessary.

18. The Public Health Nurse plans, develops, organizes, and conducts influenza vaccination clinics, as well as pop-up clinics in response to disease outbreaks. During these activities, the Public Health Nurse manages and organizes a staff of volunteer nurses and other staff. He/she/they manages vaccine administration through the MDPH MIIS system and oversees reimbursement activities associated with clinics. Create and compile necessary reports from various training programs.

19. Shall be able to operate a personal computer and a variety of office equipment.

20. Shall maintain the confidentiality of information.

21. Establish and maintain relationships with community members. Takes the interests and concerns of the community into consideration when planning programs/initiatives.

22. Stays up to date with new discoveries in medical research. Implements new findings in community education, programs, and ongoing projects.

Physical Requirements:

Minimal physical effort required performing functions under typical office conditions; moderate physical effort required when performing occasional fieldwork. Position requires the ability to operate a keyboard. Occasionally required to bend, reach, and climb.

Regular exposure to outdoor weather conditions when conducting field work; work may involve potential exposure to communicable diseases and other physical hazards associated with unsanitary conditions; work may require evening and/or off hours.

Work requires walking and standing on a frequent basis. Ability to drive.

Operate a personal automobile for work transportation; office equipment such as computers, copier, and keyboards.

Recommended Minimum Qualifications:

Education and Experience

The duties of the Public Health Nurse require nursing and public health competencies. A Bachelor's degree in Nursing (BSN) is required.

Bachelor's degree in nursing; three to five years of nursing experience with at least two years of experience in community health; or any equivalent combination of education and experience.

The position of Public Health Nurse requires active and valid Massachusetts licensure as a Registered Nurse.

Knowledge of communicable diseases/infection control, vaccine and immunization procedures and laws, state regulations and codes, and public health principles. Working knowledge of drug and immunization interactions and adverse side effects. Knowledge of human services and familiarity with community facilities, and resources for providing local services.

Strong communication skills: ability to manage multiple project assignments under time constraints; ability to interact effectively with department managers, state officials and citizen boards and committees.

Must be able to work collaboratively. Innovation and creativity id encouraged to further accelerate the quality of our programs, goals, and overall community health.

Ability to communicate effectively, both orally and in writing.

Approved:

James J. Wilusz, Executive Director

March 15, 2021
Date