

POSITION: PUBLIC HEALTH NURSE  
DEPARTMENT: HEALTH

FUNCTION: Under the general direction of the Health Director, performs a variety of professional nursing and health education functions and duties.

SUPERVISION RECEIVED: Works under the general supervision of the Nursing Supervisor.

SUPERVISION EXERCISED: As assigned.

RESPONSIBILITIES: Perform diversified duties to render professional nursing services and health education relating to public health in the community, following the Massachusetts General Laws and standard nursing procedures. Performs all duties of a Nurse in providing nursing services to clinics and other community health programs in order to promote health and disease prevention. Assists in immunization programs and conducts well-baby and maternity conferences. Participates in community health programs and performs on-site nursing services when needed.

Keeps case histories and health records. Reviews immunization status; administration of vaccines, education, counseling, referrals; assists Nursing Supervisor and Clinic M.D.; may perform home visits. Provides assistance to tuberculosis physician in client care, testing, education, counseling, treatments and specimen collection, Investigates reportable communicable disease and food-borne illness in accordance with Massachusetts laws by means of a home visit to obtain information counseling, referral and contact; tracing/prophylaxis and specimen collection when necessary.

Provides assessments of high-risk newborns, and educates, counsels and refers in collaboration with local VNS, GNBCHC and MDPH.

MINIMUM QUALIFICATIONS: Possession of a current valid registration as a Nurse under the Massachusetts Board of Registration in Nursing at time of application and original appointment. Intensive knowledge of nursing and public health functions equal to completion of four years of college training. Ability to function independently within broad scope of Board of Health, Massachusetts General Laws and standard nursing procedures. May be subject to Civil Service Examination. Operates a motor vehicle on a regular basis and is subject to drug/alcohol testing. Subject to CORI background check

PHYSICAL AND ENVIRONMENTAL STANDARDS: Frequent periods spent in office and non-office environments. Exposure to possible infectious and communicable diseases, contagions and other biological hazards, requiring exercise of appropriate safety and universal precautions. Utilizes proper techniques in handling sharp instruments. Regular lifting and carrying of medical supplies and records. Sustained periods of standing and walking.

While performing the duties of this job, the employee is frequently required to talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

**The duties listed above 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.**

The 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.