TOWN OF SWANSEA, MASSACHUSETTS

Office of the Town Administrator

Town Hall
81 Main Street
Swansea, MA 02777
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Job Title: Senior Public Health Nurse **Department:** Board of Health

Reports To: Health Director, Board of Health **Effective Date:** June 25, 2021

Schedule and Hours: 40 hours per week; Monday through Thursday
Salary: $28.50 - $33.00 / hour DOQ

Job Summary:
The Senior Public Health Nurse aids and manages the oversight of public health issues in our community, including, but not limited to, case investigation of reportable diseases, pandemic response, emergency planning, routine medical care, vaccination clinics, and car seat checks.

Supervision:
Operates mainly independently but in conjunction with the Health Director and Board of Health. Oversees the Assistant Public Health Nurse.

Education, Licensure, and Experience:
- Graduate of an accredited nursing program
- Nursing licensure in good standing (BSN preferred)
- BLS certification
- CPST certification (can be achieved within the first year of hire)
- At least 3 years nursing experience, with at least 1 year acute care, infection control, or previous public health experience preferred

Required Skills/Abilities:
- Excellent verbal and written communication skills
- Excellent customer service skills
- Superior attention to detail a must.
- Proficiency in Microsoft office, including Word and Excel
- Ability to function in high-paced environments at times
- Confidentiality is a must.

Duties/Responsibilities
The following items are indicative of essential duties to the position. This is not intended to be an exhaustive list, rather these essential functions and duties are intended only as illustrations of the various types of work that may be performed and other duties may be assigned. 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.

- Reports to Board of Health and Selectmen Meetings at their request, which frequently occur in the evenings.

- Attends monthly Emergency Planning Meetings
- Assists in and develop infection control and health policies for town employees, under the guidance of town administration
- Is available 24/7 for Public Health Emergency Response
- Creates and implements Public Health Emergency Drills
- Oversees and develops Public Health Emergency Plans for the town in accordance with state and federal guidelines
- Supervises the Assistant Public Health Nurse
- Provides health information in regards to health promotion and disease prevention
- Safeguards the health and wellbeing of children through car seat checks and partnerships with community groups such as WIC
- Safeguards the health and wellbeing of our senior population by providing age-friendly, care both in office and in-home.
- Completes case investigation of state-mandated reportable diseases through phone and sometimes in-person interviews; documents the results of said interviews in MAVEN platform
- Follows and documents the follow-up of Active and Latent Tuberculosis patients, including Daily Observed Therapy (DOT) appointments
- Coordinates, participates in and completes documentation of flu clinics health clinics each season
- Handles sharps and sharps containers appropriately according to Bloodborne Pathogen guidelines; receives full sharps containers from the public
- Inspects summer camps according to MDPH regulations
- Assists in the development of Public Health Emergency Response Planning; attends monthly Public Health Emergency Planning Coalition Meetings
- Assists the Health Director as necessary with inspections of food establishments and other health department inspections after proper training is provided, including but not limited to tattoo parlors, microblading salons, and camp inspections.
- Documents actions through completing forms, logs, charts
- Maintains and builds interdepartmental relationships with other entities located with municipal offices and in the community
- Maintains equipment in operating order by following operating instructions, troubleshooting breakdowns, performing preventive maintenance, and calling for repairs
- Maintains inventory of supplies
- Avoids legal challenges by complying with legal requirements and maintaining patient confidentiality in accordance with HIPAA
- Updates public health job knowledge by participating in and attending educational opportunities/conferences, reading professional publications, maintaining personal networks, and participating in professional organizations
- Enhances the local board of health and health department by accomplishing new and different requests and exploring new opportunities

Education, Licensure, and Experience:

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Required Skills/Abilities:

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- Proficiency in Microsoft office, including Word and Excel
- Ability to function in high-paced environments at times
- Confidentiality is a must
- Must have valid driver's license and access to personal transportation

Physical Requirements:

- Prolonged periods of sitting at a desk may occur
- Must be able to lift up to 50 pounds
- Weekends/evenings/holiday response, while not the norm, may be required on a rotating basis with other staff in emergencies

Job Environment:

- Serves the community in a variety of environments, including in-office services as well as in-home visits and on-site clinics.
- Operates standard office equipment.
- Has frequent contact with the general public, outside regulatory agencies, and local officials. Contacts are in person, by telephone, and by email and involve information exchange dialogue.

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.

The Town of Swansea is a smoke free, drug free and EOE/AA Employee