



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Human Resources, Room 204
HR: 781-393-2406

POSITION: Public Health Nurse

DEPARTMENT: Board of Health

HOURS OF WORK: Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM, plus nights/weekends as required.

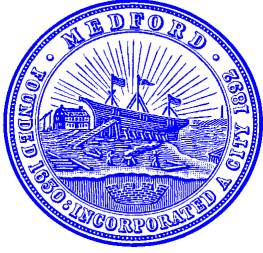
SALARY: \$1,548.90 - \$1,812.22 weekly (Non- Union)

BASIC FUNCTIONS: Provides public health nursing services for Medford residents of all ages utilizing applicable State and City of Medford codes relating to sanitation, and environmental/public health practices and principles. Provides advocacy for the protection and advancement of the public health.

SUPERVISION: Works under supervision of the Director of Public Health.

RESPONSIBILITIES:

- Communicates and works with the Massachusetts Department of Public Health.
- Maintains confidential information, including criminal investigations, and personal information concerning citizens, and local businesses.
- Manages the dispensing of vaccine and maintains distribution of records and usage of vaccine and inventory management according to State regulations.
- Communicates with the general public, answering questions on public health issues in writing and orally.
- Cooperates with State and City of Medford officials, including but not limited to Assessor's Office, the Police and Fire Departments, the Building Department as well as health care providers within the City.
- Provides investigation and inspections, communicates and educates the general public as well as health care professionals in the community.
- Performs surveillance and data collection on all reportable communicable diseases and maintains records, files and case investigations to the Massachusetts Dept. of Public Health.
- Enrolls in and uses the MA DPH Maven system for communicable/infectious disease surveillance, data collection, follow up, reporting and management for the City.
- Works closely with the Division of Tuberculosis Control to investigate and follow-up all reported cases of tuberculosis, including testing all contacts, home visits when needed, and monitoring patients for compliance with treatment regime.



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- Coordinates and instructs volunteers, manages and directs all vaccine clinic clinical operations.
- Orders and maintains adequate supplies of vaccine for distribution to the community and local providers.
- Provides continuing education to providers on Massachusetts Immunization Program.
- Plans, coordinates and administers public and employee clinics such as influenza, pneumonia, and hepatitis B.
- Performs school nursing functions for the Medford parochial schools within the parameters of the Massachusetts regulations, including review of immunization and submission of survey reports.
- Provides hearing, vision and scoliosis exams for school children.
- Coordinates and attends physical exams with the Public Health physician for children in the parochial schools.
- Works with Public Health physician to provide outstanding preventative public health care to residents of Medford.
- Maintains medical records in accordance with Massachusetts regulations and laws.
- Purchases adequate supplies for programs.
- Develops and implements community public health education programs.
- Assists in planning and participating with baccalaureate and other nursing students.
- Administers other state-mandated services as required.
- Performs other related duties as required.

EDUCATION:

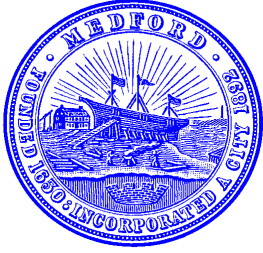
A minimum of Two (2) years' experience in public health nursing environment. Fluency in a language other than English preferred.

SPECIAL REQUIREMENTS:

Current registration the Massachusetts Board of Registration of Nursing;
Possess a valid Massachusetts class D Driver's License; and Active member of Massachusetts Association of Public Health Nurses.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of state public health regulations and laws.
- Maintains records and to keep records and information in a confidential manner.
- Use and operate nursing equipment.
- Establishes and maintains effective working relationships with employees, supervisors, other agencies, program participants, community leaders, the media and the general public.
- Provides public health and school services.
- Enforces and interpret regulations of the public firmly, tactfully and impartially.



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- Translates technical knowledge into layperson's terms.
- Maintains complete and accurate medical records and prepares reports in compliance with state regulations.
- Knowledge of computers and word processing programs.

WORKING CONDITIONS:

Standard indoor office environment. The noise level in the work environment is usually low to moderate.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**

For the posting please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.