

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

<u>POSITION:</u>	Public Health RN	#J2025 – 0017 Posted 4/8/25
<u>DEPARTMENT:</u>	Board of Health Department	Posting Removal: Until Filled
<u>HOURS OF WORK:</u>	Temp position – Up to 15 hours per week to cover for a maternity leave of up to approximately 16 weeks.	
<u>SALARY:</u>	Non-Union, CAF 15 (\$48.38 - \$56.61/hourly)	

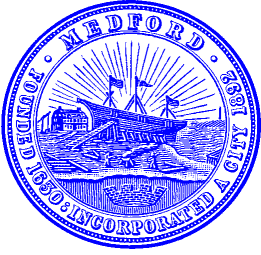
This is a temporary opportunity to fill the vacancy for a maternity leave paid at an hourly rate.

BASIC FUNCTION:

Provides public health nursing services for Medford residents of all ages. Utilizes applicable State and City of Medford codes related to sanitation and environmental/public health practices and principles. Provides advocacy for the protection and advancement of public health.

Duties and 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 vaccines and maintains the distribution records and usage of vaccines and inventory management according to State regulations.
- Communicates with the general public, answering questions on public health issues both written and orally.
- Cooperates with State and City of Medford officials, including but not limited to the Assessor's Office, the Police and Fire Departments, the Building Department as well as health care providers within the City.
- Provides investigation and inspections and 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 on all reported cases of tuberculosis, including testing all contacts, home visits when needed, and monitoring patients for compliance with the treatment regime.
- Coordinates and instructs volunteers and manages and directs all vaccine clinic clinical operations.
- Orders and maintains adequate supplies of vaccines for distribution to the community and local providers.
- Provides continuing education to providers on the Massachusetts Immunization Program.
- Plans, coordinates, and administers public and employee clinics such as influenza, pneumonia, and hepatitis B.
- Provides routine immunizations and tuberculosis skin testing for school children
- Works with Public Health physicians to provide outstanding preventative public health care to residents of Medford.
- Maintains medical records per Massachusetts regulations and laws.
- Purchases adequate supplies for programs.



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- Develop and implement 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.

EDUCATIONAL / EXPERIENCE REQUIREMENTS:

Minimum:

- Two (2) years' experience in a public health nursing environment.
- Possess a valid Massachusetts Class D Driver's License

Preferred:

- Fluency in a language other than English.

Special Requirements:

- Current registration with the Massachusetts Board of Registration of Nursing.
- Active member of the Massachusetts Association of Public Health Nurses.

Knowledge/Skills/Abilities:

- Knowledge of state public health regulations and laws. Maintains records and keeps records and confidential information. 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 interprets regulations of the public firmly, tactfully, and impartially. 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. Conducts home visits for Direct Observation Therapy and vaccine administration to homebound

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 a 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/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans, and Persons with Disabilities are encouraged to apply.