

## PUBLIC HEALTH NURSE

**Department:** Health  
**Division:** N/A  
**Appointing Authority:** Mayor

**Grade:** N/A  
**Revision Date:** 8/19  
**Bargaining Unit:** EAW

---

### Definition:

Position provides comprehensive professional public health nursing functions to the public. Work includes developing, implementing and conducting a variety of programs and clinics based on policies and guidelines established by the Board of Health, serving as a resource and referral source for the public, providing information and education to the public, and assessing the needs of persons at risk; all other work that is logical to the position.

### Supervision:

Work under the direction of the Mayor or designee. May perform supervisory functions to interns, and clinical mentoring to nursing students. Works collaboratively with other departmental or city personnel. Work is generally reviewed only for appropriateness of actions or decisions, and conformance with policy or other requirements. Employee has access to confidential client medical information. Solve problems with considerable autonomy. Provide public health services to individuals, families, and groups from the most vulnerable to individuals and families in a diversity of situations throughout the community.

### Environment:

Minimal physical effort is required in performing duties under typical office conditions. Most duties are performed under typical office conditions. Operate computers, calculators and other standard office equipment. Calibrates medical equipment for its accuracy and use.

Has frequent contact with employees, city departments, outside boards, commissions or organizations; stage agencies, vendors, community organizations and the general public.

Exposure to unstable and dysfunctional family settings, communicable disease and blood or other bodily fluids.

Has access to some department level oriented confidential information subject to non-disclosure or limited disclosure pursuant to law, policy or regulation.

### 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.

Perform varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures and methods.

Ensure clients records are kept secure and confidential, and maintained consistent with Health department policies and procedures and HIPAA standards. Educates clients and families on their rights as related to privacy of medical information.

Respond to public health emergencies which may require performance of duties similar to but not limited to those in the public health nurse job description.

Prepare and deliver presentations on various public health topics.

Create and prioritize individual work schedule to meet the needs of clients and the Health Department.

Frequent contact with the public, in person, in writing and on the telephone. Provide health information to the public to promote health and wellness and to prevent/manage disease focusing on high risk populations. Conduct community health fairs, conduct influenza clinics, investigate cases of communicable diseases, provide information and education, and respond to inquiries, requests or complaints. The position has daily contact with other city departments, social service agencies, health care providers, medical personnel, state agencies and officials, and local groups and organizations. The purpose for contact is to, enforce local and state health codes, respond to public health exposures, report to various agencies, respond to inquiries, requests, or complaints, and/or give or receive information and services.

Provide integrated case management services and coordinates services provided through a multidisciplinary approach collaborating extensively with multiple community agencies.

Responsible for developing, implementing and conducting a variety of programs and clinics based on policies and guidelines established by the Board of Health; assesses for risk of tuberculosis infection and administers TST, documents results and refers positive tests to TB Clinic.

Serve as referral resource for health and related social issues, such as substance or domestic abuse, lead screening, communicable diseases; blood pressure, diabetic or other health assessments; refers residents on an individual basis as necessary to appropriate medical personnel or other services.

Coordinate and produce health related programs with personnel from community agencies and schools; performs "needs' assessments" to identify screening services that may be beneficial to city residents; establishes, performs and supervises clinical services identified to be effective.

Contact families; works to contain disease spread; and is solely responsible for the completion of the necessary paperwork, which includes Local, State and Federal forms and maintains and keep all confidential records.

Distribute appropriate literature on health and wellness issues; acts as manager of the Greenfield Vaccine Depot, which includes distributing and maintaining vaccines according to, accepted standards; organizes, supervises and participates in the City's immunization clinics (such as influenza).

Assess the needs of persons at risk, make home visits as necessary and arrange for referrals and support systems.

Monitor client progress and the effectiveness of the care plan in order to modify plan and treatment in response to changing client needs.

Act as Health Educational Coordinator with the press and electronic media disseminating information targeting special health issues affecting Greenfield as a community.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay or loss of service, lower standards of service for the city, or may cause legal or financial repercussions, or create or cause adverse health conditions for populations served by failure to use proper medical or nursing techniques.

**Minimum Qualifications:**

**Education and Experience:**

Bachelors Degree in Nursing and three (3) years of experience as a public health nurse.

**Knowledge, Ability and Skill:**

Knowledge of the principles, methods, and techniques of public health issues and the laws and regulations governing them; available resources for referral purposes. Skill in nursing techniques as they apply to the community and ability to appraise individual and group health needs and problems.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and other database programs and computer hardware and financial software applications.

Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service.

Strong organizational skills in a multi-task environment required. Ability to plan and work independently, ability to work on and prioritize several on-going tasks. Must perform all aspects of job responsibilities with honesty and integrity.

Ability to keep accurate and detailed records using standard or proprietary computer software; apply organizational skills efficiently with attention to detail, and ability to operate standard office equipment. Ability to meet project and requisite deadlines and work effectively in pressure situations.

Ability to interact tactfully and appropriately with general public and outside agencies or contacts in an appropriate manner. Working knowledge of department operations and functions.

**Physical Requirements:**

Frequent sitting, talking, walking, stooping and mental concentration for prolonged periods required; frequent use of hands and fingers to examine children and adults and in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus, ability to distinguish color in graphs, charts, etc.

**Special Conditions:**

Must have a valid Massachusetts driver's license and be licensed as a Registered Nurse in the state of Massachusetts. CORI and SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

---

---

**Approved:**

  
\_\_\_\_\_  
Human Resources Director

  
\_\_\_\_\_  
Mayor

8-20-19  
Date  
Revision History: 3.17, 8/19