

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Regional Public Health Nurse	DATE:	March 2024
DEPARTMENT:	Health and Human Services	GRADE:	5
REPORTS TO:	Health and Human Services Director		

DEFINITION

Under the general supervision of the Health and Human Services Director and guidance from the Greater Boroughs Partnership for Health (GBPH), the Public Health Nurse is responsible for implementing and coordinating public health nursing services across the region. This includes disease surveillance, health education, wellness programming, and active participation in public health initiatives.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below 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.

- Disease surveillance and data collection of all reportable communicable diseases; maintains records and files case investigations in MAVEN to the Massachusetts Department of Public Health (MDPH). The employee will work at the direction of existing nursing staff to support the town's needs.
- Develop and deliver health education and wellness programs targeting key community health issues.
- Participate in the planning and executing of emergency preparedness activities, including vaccine clinics and public health emergency responses.
- Facilitate task forces and workgroups focused on addressing specific public health challenges within the region.
- Collaborate with municipal departments, schools, senior centers, libraries, and community organizations to integrate public health practices and knowledge across sectors.
- Maintains knowledge of current developments in public health nursing; attend seminars and workshops related to public health nursing;
- Support efforts to seek and manage grant funding to support regional public health initiatives, ensuring alignment with public health priorities and efficient resource utilization.

SUPERVISION RECEIVED

Operates under the GBPH with day-to-day administrative direction from the Health and Human Services Director. Works independently, guided by public health principles and policies, with support for specific initiatives provided by town Boards of Health.

SUPERVISION EXERCISED

Does not supervise staff but may lead volunteer teams and work collaboratively with local nursing and health department staff across the region.

JUDGMENT AND COMPLEXITY

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Exercises significant judgment in the application of professional nursing and public health principles. Work involves complex problem-solving and initiative to develop new approaches for enhancing community health.

NATURE AND PURPOSE OF CONTACTS

Engages with a wide range of stakeholders including municipal employees, community organizations, healthcare providers, and the public to advance public health goals. Requires excellent communication and negotiation skills to build partnerships and promote public health initiatives.

CONFIDENTIALITY

Has access to confidential health information and must comply with all applicable laws and regulations regarding confidentiality, including HIPAA and the State's Public Records Law.

EDUCATION AND EXPERIENCE

Bachelor of Science in Nursing (BSN) and Registered Nurse (RN) license required.

Minimum of two years of experience in public or community health nursing.

Valid Class D Motor Vehicle Driver's license and CPR Certification.

MAVEN training and Foundations for Local Public Health Practice course completion required after hire.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough understanding of public health principles, communicable disease management, health education strategies, and emergency preparedness.

Ability: Capable of independent work and decision-making based on best practices in public health nursing. Strong organizational and program management skills.

Skills: Excellent communication, both oral and written and the ability to engage effectively with various community groups and stakeholders.

WORK ENVIRONMENT

Hybrid role with both office duties and community fieldwork, including direct public health interventions and educational programming. Requires flexibility to meet community health needs across the region.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: Minimal physical demand is required to perform most work. You may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. When conducting inspections, more physical effort is required.

Motor Skills: Duties are primarily mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld and scientific technology, and other office equipment.

Visual Skills: Visual demands require reading documents routinely for general understanding, analytical purposes, and observations.

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The Town of Northborough is an Equal Opportunity/ Affirmative Action Employer. We assure you that your opportunity for employment with the town will be based only on your merit, without regard to race, religion, sex, age, national origin, or disability.