The Town of North Andover is accepting applications for the position of:

**Part-Time Public Health Nurse**

**30 hours per week**

# \* Hiring Range: $50,732 to $71,024

# Maximum Salary: $71,024

# With excellent benefits

\*Note this figure demonstrates the anticipated hiring range.

Candidate’s education, experience and issue of internal equity will be considered.

**Candidates are *REQUIRED* to submit a completed Town of North Andover Employment Application to be considered for this position.**

**GENERAL PURPOSE**

Under the direction of the Health Director/Health Inspector, the Public Health Nurse provides health education and outreach to ensure and improve the health of the public; develops and implements public health programs; conducts infectious disease outbreak investigations and communicable disease reporting; conducts case management in accordance with public health laws and regulations; organizes and implements vaccination clinics and other clinical services, participates in emergency preparedness; and performs other related duties as necessary to promote the health of the community. This position is benefits eligible.

**SUPERVISION RECEIVED**

Works under the direction of the Heath Director/Health Inspector and in accordance with Board of Health policies.

**SUPERVISION EXERCISED**

May supervise public health and nursing student interns.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for assessing the public health needs of the community, addressing issues of concern and planning interventions.

Investigates and performs case management of reportable disease cases in accordance with federal, state and local laws and regulations.

Performs disease surveillance through the regular collection, monitoring, and analysis of data relevant for the control and prevention of reportable diseases.

Responds to disease surveillance by providing case management, health counseling, and referrals to appropriate community resources.

Plans and implements immunization clinics including but not limited to influenza, COVID-19, and blood pressure clinics; maintains and updates all records associated with immunizations by following MDPH vaccine management protocols, and documenting immunizations in MIIS.

Works closely with several other Town departments (e.g., Senior Center, Library, School Department) to create and implement ongoing blood pressure clinics, glucose, cholesterol and general health screenings, blood drives, and health fairs.

Tests for TB and performs TB case management where follow up care and activities such as home visits and attendance at state sponsored TB clinics may be required.

Maintains enrollment in the MIP annually, updates standing orders annually and participates in compliance audits per MDPH standards and requirements.

Prepares regular written reports for Public Health officials, city officials; utilizes/maintains web-based databases established by MDPH (including but not limited to MAVEN); creates and utilizes database/programs to track and/or organize health or client information.

Provides health information and education on an ongoing basis to residents, Town officials, and employees.

Proposes and recommends strategic approaches to communicable disease control, health promotion intervention, and health education curriculum to address the needs of the community. Coordinates and implements public health trainings as necessary.

Prepares and recommends to the Board of Health regulations promoting public health and protecting the community.

Actively participates in development of public health emergency preparedness plans. Performs drills, and updates plans. Responds to public health issues and emergencies including emergency call outs.

Applies appropriate nursing theory as the basis for decision making in the public health setting and seeks further expert consultation and/or supervision when appropriate.

Attends professional continuing education programs including seminars, trainings, conferences, and staff meetings to stay current on public health issues, principles, and practices.

Prepares various periodic and special reports as necessary. Reviews medical records and assists in reviewing health care plans and policies for recreational camp inspections in town.

Assists in writing grant applications and implementing grant funded programs.

Attends various Town, Board of Health, and professional meetings, trainings, and conferences.

Directs and supervises student intern projects.

Performs other duties as assigned or requested by the Health Director/Health Inspector.

**QUALIFICATIONS**

***Experience and Training Guidelines***

Bachelor’s Degree in public health, nursing or a related field required;

A minimum of three (3) to five (5) years of experience in public health nursing preferred;

Must be licensed as a Massachusetts Registered Nurse;

Must possess and maintain a valid driver’s license.

***Knowledge of:***

Public Health laws, regulations, and principles of practice;

Epidemiology for investigation of disease;

Massachusetts Department of Public Health database tools (e.g., MAVEN).

***Ability to:***

Develop and administer departmental goals, objectives, and procedures related to public health initiatives. Analyze problems, identify solutions, project consequences of proposed actions, and recommend courses of action.

Research, analyze, and evaluate best practices in the area of public health. Interpret and apply Federal, State, and local policies, laws and regulations.

Respond to public health concerns and make sound clinical decisions.

Identify and respond to community, staff, and Board of Health questions, concerns, and needs. Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain confidentiality of medical information and other information of a sensitive nature.

Operate a computer and utilize Microsoft Office or similar software programs.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

* *standing or sitting for extended periods of time*
* *operating office equipment including computer, copier and telephone*
* *administering clinical services*
* *traveling to various work locations.*

Maintain effective audio-visual discrimination and perception needed for:

* *making observations*
* *communicating with others*
* *reading and writing*
* *answering questions*
* *speaking in a clear and audible voice.*

Maintain mental capacity that permits:

* *making sound decisions and using good judgment*
* *demonstrating intellectual capabilities*
* *estimating time and materials needed for projects*
* *evaluating the effectiveness of programs and personnel*
* *recommending effective policies and procedures*
* *prioritizing and executing work activities*
* *analyzing and interpreting data and trends*
* *performing mathematical and statistical computations*
* *communicating clearly*
* *operating a computer*
* *maintaining confidentiality*
* *responding to questions.*

Effectively handle a work environment and conditions that involve:

* *working closely with others*
* *working with the public*
* *working outside of normal office hours, as required.*

**TOOLS AND EQUIPMENT USED**

Office equipment (computer, telephone, calculator, copier, facsimile, etc.)

Medical equipment necessary to administer appropriate clinical services

Passenger vehicle

**PHYSICAL DEMANDS**

*The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.*

While performing the duties of this job, the employee is required to sit, talk, hear, walk, use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

Some work is performed in a typical office setting, other work is performed in varying conditions with the possibility of exposure to contagious diseases, blood borne pathogens, and high-risk patients. The volume and nature of work are subject to unplanned events, such as disease outbreaks and other public health emergencies.

The employee operates standard office equipment and medical equipment.

The employee has regular contact with the general public, Board of Health, Town departments and state agencies to provide and obtain information pertaining to health issues and provide services.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; reference check; and job-related tests may be required.

*The duties listed above 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.*

*The 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.*

## APPLICATION PROCESS

All applicants are required to submit a completed Town of North Andover employment application along with a resume and cover letter by e-mail to: [jobs@northandoverma.gov](mailto:jobs@northandoverma.gov). Resumes may not serve as a substitute for completing the required employment application.

The employment application can be obtained on the Human Resources page of the Town’s website [here](file:///G:\.shortcut-targets-by-id\0BzzUaLZFJDl3d3g3cFRmcVJWdTg\Human%20Resources%20Web\Employment%20Application.pdf). Applicants are strongly encouraged to apply via email. Applications will also be accepted by mail or hand delivery to the Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845

***Applicants will be required to undergo an extensive background check including***

***CORI screening.***

**This position will remain open until filled. Review of applications will begin on**

**Monday, August 9, 2021**

Applications will be reviewed on an ongoing basis and the most highly qualified candidates will be invited to one or more interviews. Applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department at (978) 688-9526.

Questions regarding this hiring process should be addressed to:

Human Resources Department

Town of North Andover

120 Main Street

North Andover, MA 01845

(978) 688-9526