



**Town of Brookline  
Public Health & Human Services**

**Public Health Nurse**

The Town of Brookline Public Health Department is accepting applications for a Public Health Nurse to oversee the Brookline Department of Public Health's nursing functions including, but not limited to, professional, clinical, supervisory and technical work to create, promote, implement and manage public health clinics and educational programs, assessment of community needs, investigation and reporting of communicable diseases/epidemiology, emergency preparedness and enforcement of laws and regulations that protect health and ensure safety.

**Some of the essential functions of the role include:**

- Performs disease surveillance including tracking, investigating and controlling of all cases and outbreaks of communicable disease in Brookline. Organizes and leads all clinical responses to communicable disease prevention and control. Provides other clinical services to at risk populations.
- Investigates reports of communicable diseases including (but not limited to) tuberculosis, pertussis, measles, chicken pox, and norovirus or other situations of public health concern, including potential bioterrorism events.
- Provides specialized tuberculosis services including patient assessment, education, and medication monitoring (including DOT)
- Supervision of Town wide vaccination clinics and all other clinical services.
- Works closely with other municipal health departments and the Massachusetts Department of Public Health on issues/outbreaks that involve multiple jurisdictions.
- Teaches and educates the Brookline community regarding current and future emerging public health nursing/epidemiologic issues that will require attention.

**Qualifications:**

Current license to practice professional nursing in Massachusetts (RN license). BSN with a minimum of five years public health nursing and epidemiology experience. Experience working with infectious diseases and vaccination experience required. MPH degree may be substituted for one year of experience.

Excellent written and oral communication skills required. Imagination, innovation and judgment relating to planning and achieving department goals. Computer skills including Microsoft Word (or comparable software) and MAVEN (State disease tracking software) required. Program planning, implementation, and evaluation skills.

**Special Requirements:**

Current Massachusetts driver's license. This position requires direct patient contact and, as a result, certain immunizations will be recommended and/or required prior to commencement of employment duties.

**Annual salary of \$101K, plus generous benefits. Please apply with resume and cover letter on our website: <https://www.brooklinema.gov/1415/Work-With-Us>. Position open until filled.**

Posted 6.4.2024

# **DIRECTOR PUBLIC HEALTH NURSING/EPIDEMIOLOGY (PUBLIC HEALTH NURSE)**

Rev. 6/4/2024

## **POSITION PURPOSE**

**Grade T-12**

The purpose of this position is to oversee the Brookline Department of Public Health's nursing functions including, but not limited to, professional, clinical, supervisory and technical work to create, promote, implement and manage public health clinics and educational programs, assessment of community needs, investigation and reporting of communicable diseases/epidemiology, emergency preparedness and enforcement of laws and regulations that protect health and ensure safety.

### **Supervision:**

*Supervision Scope:* Exercises independent judgment and initiative in the planning, administration and execution of the division's services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions in accordance with federal, state, and local laws.

*Supervision Received:* Works under the general administrative and policy direction of the Director of Public Health and Human Services, and in accordance with applicable provisions of the Massachusetts General Laws, Massachusetts Department of Public Health regulations, federal, state, and town laws. Incumbent functions independently, referring specific problems to supervisor only when clarification or interpretation of town policies is required. Resolves most problems independently, keeping supervisor informed of progress, problems, and implications of decisions.

*Supervision Given:* Has direct supervisory responsibility for nursing and epidemiology graduate students. Supervises clinicians for vaccination and blood pressure clinics. Supervises clinicians for all other clinical services including the Medical Reserve Corp (MRC) when they are called to serve. Supervision of other employees when engaged in duties directly related to the nurse's role.

## **JOB ENVIRONMENT**

Administrative work is performed under typical office conditions utilizing standard office equipment. Clinical activities are performed in a medical setting that may include considerable risk of exposure to pathogenic organisms and require personal protective gear. Clinical work may also include field investigations (including home and site visits) and directly observed therapy (DOT) in a variety of settings. May enter contaminated areas and is on call for emergencies 24/7.

Has access to confidential medical records and all division-related confidential information including personnel records, pending public health-related lawsuits, criminal investigations and other sensitive information. Has access to town-wide confidential information in regard to emergency preparedness for bioterrorists events.

Errors in either the technical application of recognized public health nursing and epidemiology procedures, or in the interpretation of related information, could seriously endanger public health and

safety, have legal and financial ramifications, and cause severe adverse public relations for the division and for the Town, and lead to catastrophic disease outbreaks.

**Essential Functions:**

*(The essential functions of duties 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.)*

Assists the Director of Public Health and Human Services to assess need, plan, implement, and evaluate policies and programs related to public health nursing and epidemiology for the Town. In conjunction with the Director, establishes the division's goals and priorities to meet the policies and goals of the Town and the Brookline Department of Public Health.

Performs disease surveillance including tracking, investigating and controlling of all cases and outbreaks of communicable disease in Brookline. Organizes and leads all clinical responses to communicable disease prevention and control. Provides other clinical services to at risk populations.

Investigates reports of communicable diseases including (but not limited to) tuberculosis, pertussis, measles, chicken pox, and norovirus or other situations of public health concern, including potential bioterrorism events.

Conducts field investigations (including home and site visits) and implements preventive and control measures, as needed.

Provides specialized tuberculosis services including patient assessment, education, and medication monitoring (including DOT).

Supervision of Town wide vaccination clinics and all other clinical services.

Oversees response to significant animal to human exposures, and is responsible for quality control of tens of thousands of dollars of vaccines.

Directs clinical response teams involved in Brookline Medical Reserve Corp (MRC) and participates in Town-wide emergency preparedness efforts for biological agents and bio-terrorist concerns.

Acts as a resource for other health care providers and the community in matters related to infectious diseases, including (but not limited to) bioterrorism and immunization. Provides outreach and education regarding communicable diseases (including but not limited to bioterrorism and immunizations) to community based agencies, health care facilities and providers, individuals, and groups.

Participates in staff conferences and meetings, other departmental and community committees, research activities, quality improvement activities and program planning as requested.

Provides consultation support to all school nurses regarding communicable disease prevention and control. Oversees disease outbreak control activities in all public and private schools, day care centers, camps, etc.

Responsible for vaccine quality control for thousands of doses of vaccine worth tens of thousands of dollars.

Provides numerous resident risk assessments from potential exposures both environmental and clinical.

Teaches and educates the Brookline community regarding current and future emerging public health nursing/epidemiologic issues that will require attention.

Must demonstrate mastery of all the skills and qualifications required for the National Incident Management System (NIMS) and Integrated Command Structure (ICS).

Works closely with other municipal health departments and the Massachusetts Department of Public Health on issues/outbreaks that involve multiple jurisdictions.

Maintains appropriate patient confidentiality.

Other duties, as required.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education, Training and Experience:**

Current license to practice professional nursing in Massachusetts (RN license). BSN with a minimum of five years public health nursing and epidemiology experience. Experience working with infectious diseases and vaccination experience required.

MPH degree may be substituted for one year of experience.

### **Specialized Skills:**

Current Massachusetts driver's license. This position requires direct patient contact and, as a result, certain immunizations will be recommended and/or required prior to commencement of employment duties.

### **Knowledge, Ability and Skill:**

*Knowledge:* Comprehensive knowledge of the practices and administration of public health, public health nursing and epidemiology. Extensive knowledge of the applicable state and local laws and regulations relative to public health nursing and epidemiology. Must be knowledgeable in governmental regulations, professional association recommendations, and consensus standards relating to public health nursing and epidemiology; and handling sensitive issues including patient confidentiality. Must have a thorough understanding of the proper use and maintenance requirements for personal protective equipment.

*Ability:* Demonstrated competency in working with diverse ethnic, cultural, and socio economic groups. Ability to read, analyze, and interpret common health, environmental and medical journals, financial reports, and legal documents. Demonstrated ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside the government.

Able to communicate effectively and efficiently verbally and in writing at all times. Ability to delegate responsibility and work well with subordinates. Ability to exercise sound professional judgment and perform all duties effectively at all times, but particularly during emergencies. Ability to work effectively under time constraints to meet deadlines.

Ability to supervise and coordinate and to establish and maintain effective working relationships with employees, board/committee members, officials and the general public. Must understand proper and compliant personal safety practices and policies for the environments encountered, and ensure that staff adheres to such practices.

*Skill:* Excellent written and oral communication skills required. Imagination, innovation and judgment relating to planning and achieving department goals. Computer skills including Microsoft Word (or comparable software) and MAVEN (State disease tracking software) required. Program planning, implementation, and evaluation skills.

Physical Requirements:

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

Moderate level of physical exertion and mobility required. Ability to administer required clinical services, utilizing a variety of medical equipment, including immunizations; ability to practice universal infection and biohazard controls; ability to maintain accurate medical records; ability to communicate clearly, both orally and in writing; ability to establish effective working relationships with staff, patients and outside agencies; ability to effectively handle an environment which involved close contact and care of patients and the public; ability to work in a variety of settings, including travel to offsite locations.

*(This 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.)*