



NOTICE OF JOB VACANCY

TOWN OF KINGSTON
Office of the Board of Selectmen
Town House
26 Evergreen Street
Kingston, Massachusetts 02364

Public Health Nurse Health Office

Less than Part Time (15hrs/wk)

Annual FY25 salary range \$28.07 - \$36.48/hr

Not benefits eligible

Onsite hours required with some flexibility

Mondays 9:00am – 2:00pm

Tuesdays 1:00pm – 6:00pm

Thursdays 9:00am – 2:00pm

Recommended Minimum Qualifications:

Education and Experience: Bachelor of Science in Nursing degree from an accredited institution. A Master's degree in Public Health or Nursing desirable. Three to five years public health nursing experience.

Special Requirements: Current license to practice as a registered nurse in the state of Massachusetts and CPR certification required. Valid Class D Motor Vehicle license and use of personal vehicle required. Continuing Education Units (CEU's) required for licensure must be kept up and updates to public health nursing knowledge through participation in educational opportunities, reading professional publications, maintaining personal professional networks, and participating in professional organizations is expected. Immunizations are required and current proof of immunizations and TB test are necessary prior to start of position.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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 Health Agent and Board of Health with the assessment, planning, implementation and evaluation of identified health risk factors and subsequent programs to address them.
- Monitors state communicable disease information system (MAVEN) and conducts investigations in accordance with state laws and regulations.
- Works closely with the Division of Tuberculosis Control to investigate and follow-up all reported cases of tuberculosis, including testing all contacts, home visits when needed, and monitoring patients for compliance with treatment regime. May administer prescribed medications, immunizations and TB screenings, and educates clients on doses, mechanism of action, interactions, and potential side effects. Monitors clients for adverse reactions and responds according to established standards of care.
- Evaluates referral information to determine clients' needs, including conducting physical, emotional, and social assessment to determine health concerns.
- Develops and seeks funding for health programs for town residents.

- Advocates with local and state authorities in improving access to health services for residents.
- Coordinates programs, services and other activities with the Health Agent to promote wellness, prevent disease, including planning, scheduling and overseeing the annual health fairs, safety fair and influenza (& other) vaccination clinics throughout the town.
- Assigns priorities for health-related interventions to provide the greatest benefit among underserved populations in the town.
- Provides oversight of senior health status at the Council on Ageing through offering monthly wellness checks and health education programs.
- Works with the Health Agent and other appropriate town staff and the Council on Ageing staff to design, implement and evaluate community health education campaigns and activities for health promotion and disease prevention.
- Safeguards the health of children by participating in ongoing communication with the school nurses; contributing to local health conferences; and providing group instruction for parents.
- Enhances the health department and town reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments; and representing the health department at local and regional health related meetings.
- Assists with special projects
- Performs similar or related work as required or as situation dictates.

Knowledge, Abilities and Skill

Knowledge: Current nursing and public health nursing principles, practices and procedures; knowledge of drug and immunization dosages, mechanisms of action, interactions and adverse side effects; knowledge of federal, state and local laws, rules and regulations; knowledge of social media and virtual collaboration environments; knowledge of Microsoft Word and Excel.

Abilities: Ability interpret and apply regulations firmly, tactfully, and impartially; ability to operate standard office equipment; ability to work independently and as part of a team; ability to be self-motivated, flexible and able to effectively prioritize, multi-task and meet deadlines; ability to learn and utilize department specific computer programs. Ability to deal effectively and diplomatically with government agencies, the general public, consultants, & contractors, Town boards and commissions, other Town employees. Ability to communicate clearly in written, oral and graphic form. Ability to solve problems; ability to analyze information.

Skill: Math, cultural competency, health literacy, effective communication, organization, time management and reflective listening. Proficient oral and written communication skills. Effective time management skills and excellent customer service skills. Skill in using a computer.

Statement of Duties: This nursing position provides health promotion, wellness and disease prevention services for residents, including: making home visits to assess client physical and emotional needs; conducting investigations of communicable disease outbreaks; providing health clinics; and presenting health education programs.

Supervision Required: Under the general supervision of the Health Agent, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides instruction for new or unusual assignments.

Supervisory Responsibility: are not involved in this position, there are no direct reports to the Public Health Nurse. However, the Public Health Nurse trains and supervises all public health nursing staff and volunteers to assigned roles for town health & safety fairs, and vaccination clinics.

Confidentiality: Maintains confidential information, including criminal investigations, and personal information concerning citizens, and local businesses. Remains compliant with HIPAA/state laws and regulations.

Accountability: Documents actions by completing forms, reports, logs and client records. Maintaining a variety of files, documents and data systems; prepares, maintains and updates client records, vendor invoices, billing statements, including billing for vaccines, supplies, reports; remains compliant with HIPAA/state laws and regulations. Updates the Massachusetts Immunization Registry, which requires entry of immunizations into database within seven days of vaccination. Plans, coordinates, and administers other state-mandated services as required. Communicates with the public, answering questions on public health issues in writing and orally. With the Health Agent is responsible for budget for Public Health Nurse programs. Responsible for ordering necessary supplies for programs.

Judgment: The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors missed deadlines or poor judgment could impact the wellbeing of individuals, excessive costs delay of service delivery, or legal repercussions.

Complexity: Public Health is subject to unexpected and sudden change in priority to meet the health and welfare of the community. Emergency response and crisis management may be required to address a sudden public health need. This may be caused by pandemic, natural, or man-made disasters. The Public Health Nurse's understanding of public health would involve an understanding of microbiology, immunology, anatomy, physiology, pathology, human biology, virology, and a basic understanding of environmental science.

Work Environment: The work environment involves the daily on-site office environment, with occasional exposure to outside elements. Incumbent may be required to work beyond normal business hours and meet with clients or contacts in homes, out of office temporary work locations, the police station, the fire station, schools, or nursing/skilled care facilities. Errors could result in delay and confusion, poor public relations, and cause potential monetary and legal ramifications for the Town. The Health Agent sets the reoccurring schedule and office location for this position.

Nature and Purpose of Public Contact: Working in the Health Office to address on the spot residents' health questions, situations, and concerns.in person or by phone Making home visits to assess a clients physical and emotional needs. Investigate and follow-up all reported cases of tuberculosis or other public health concern viruses and diseases, including testing all contacts, home visits when needed, and monitoring patients for compliance with treatment regime. May administer prescribed medications, immunizations, and TB screenings, and educates clients on medications and potential side effects. Additionally, providing health clinics, and presenting health education programs.

Occupational Risk: Minimal when following proper safety practices for vaccinations and PPE use when conducting physical assessments.

Physical and Mental 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 accommodation may be made to enable individuals with disabilities to perform the position's essential functions.*

Physical Demands: Physical Demands are minimal and required to principally perform sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. The fieldwork portion of the job may require moderate physical effort.

Motor Skills: Motor Skills Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment. Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination.

Visual/Auditory Skills: Required routinely reading documents for general understanding and analytical purposes; the ability to administer medications and immunizations, conduct physical assessments; and the ability to operate automobile, computers, office machines and equipment.

The employee must have the auditory ability to listen and comprehend.

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.

Application Procedure:

Qualified applicants should complete the Town of Kingston [employment application](#) found on the Town website under Employment and submit their résumé. Please include a cover letter with salary expectations. Application materials can be emailed to personnel@kingstonma.gov, mailed to the Town of Kingston Town House Attn: Human Resources or hand delivered. Annual FY25 salary range is \$28.07 - \$36.48; this is a Schedule D/Grade 6 position in the Town's Wage and Personnel Bylaws. There are 10 steps within the salary range. Hiring step is determined based on relative experience and internal equity.

The Town of Kingston is an Equal Opportunity/Affirmative Action Employer. Applications will be reviewed on a continuous basis.

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