Town of Hull

Job Description

Position Title:	Public Health Nurse/Health Code Enforcement	**Grade Level:**	N/A
Department:	Board of Health	**Date:**	07/08/2024
Reports To:	Public Health Director	**FLSA**	Exempt

Summary: Under the direction of the Public Health Director, the Public Health Nurse (PHN)/Code Enforcement position provides 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 Director and 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. This position is also responsible for inspectional services for the Town of Hull.

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.

- Responsible for vaccine management including administration and vaccine supply.
- Coordinates logistics of all clinics, including but not limited to, scheduling, recruiting volunteers, ensuring safe environment and safe clinical practice is adhered. Clinics may include seasonal influenza, Covid-19, blood pressure screenings, blood glucose screening and other preventive health screenings.
- Enforces federal, state, and local public health laws and regulations for the Town.
- Enforces rules and regulations of the State Sanitary Code pertaining to housing inspections.
- Monitors the state's communicable disease information system (MAVEN) and conducts investigations in accordance with state laws and regulations.
- Assists with the Division of Tuberculosis Control surveillance coverage. Performs TB testing as needed and DOT coverage.
- Participates in Massachusetts Immunization Information System (MIIS) and reports immunization data in a timely manner.
- Perform continuous research of trends and best practices in public health data to guide current and future operational policies.
- Coordinates programs, services and other activities to promote wellness, prevent disease, including planning, scheduling and overseeing the annual wellness fair, influenza vaccination clinics throughout Town; educates residents through, postings, website, promotional materials and educational talks at the Library and Council on Aging.
- Provides camp inspections, communicates with camp directors regularly, weekly camp check-ins which include verification of medical documentation for both campers and staff.
- Conducts home visits for members of the community who are homebound to provide flu vaccines, blood pressure checks, doctor ordered medication assistance and wound management.
- Ensures confidentiality of patient records consistent with the health department and MDPH policies and procedures, and HIPAA compliance.
- Provides blood pressure clinics 2/month at the Hull Council on Aging and by appointment at Town Hall or home visit.
- Organizes, plans, and prepares grants as the Wellness Coordinator for employee wellness or fitness challenges; assists with the preparation for grants relating to hoarding and community outreach.
- Collaborates with local town and state entities on medical, housing and family support.
- Collaborates with school nurses to create policies for disease outbreaks at schools.
- Continue professional development by obtaining required continuing education units and attending regional PHN meetings.

- Participant of the Emergency Response Incident Command Team and participates in local and regional public health emergency response activities; assists Director and Emergency Management team with shelter coordination and opening in the event of a town wide emergency.
- Assists citizens with complaints or requests for information.

Supervision Required: Works under the general supervision of the Public Health Director, but most day to day work is performed independently.

Confidentiality: Works with confidential and sensitive information and data which may have a significant effect on the community if disclosed inadvertently or prematurely relating to but not limited to health issues and similar matters.

Supervisory Responsibility: Supervises administrative staff in the Board of Health Department in the absence of the Director.

Judgment: Performs varied and responsible duties requiring judgment and initiative in the operations of public health and in assessing the physical health of patients.

Complexity: Work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment is a combination of field and office. Field conditions include a variety of settings including clinic sites, private homes and skilled nursing facilities. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. Depending upon the duty being performed by the employee at any given time, the work environment may change from an indoor environment to an outdoor environment, exposing the employee to the following which includes but is not limited to: inclement weather, and inhabitable dwellings. The employee is required to work beyond normal business hours in order to attend evening meetings and in response to emergency situations.

Nature of Public Contacts: The employee has constant interaction with local, state, and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. The employee must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the financial wellbeing of the municipality.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, and danger to public safety and legal repercussions to the Town.

Occupational Risks: High and unavoidable risks of exposure to hazards associated with the care and treatment of patients in various medical situations. High risk associated with blood and body fluid contact mitigated by use of universal precautions.

Recommended Minimum Qualifications:

Education and Experience: Bachelor of Science in Nursing degree from an accredited institution. Three to five (3-5) years' prior work experience in public health, building or code enforcement field; and minimum three (3) years of supervisory experience; or any equivalent combination of education, training and experience.

Special Requirements: Must possess and retain a valid Class D Massachusetts Motor Vehicle License, own transportation and proof of insurance; CPR/AED certification required; immunization record and proof of immunizations; and is licensed as a Registered Nurse in the state of Massachusetts. CORI and Pre-Employment Physical required.

Availability for night/weekend coverage for planned events such as flu clinics, BOH night meetings, or as needed for emergencies.

MA Public Health Foundations course completion within 1 year of hire.

Knowledge, Abilities and Skill:

Knowledge: Working knowledge of the policies and practices of professional nursing, public health, community outreach and intervention, and Medicare and Medicaid programs; knowledge of federal, state and local laws, rules and regulations; knowledge of department inspection and permit practices; MAVEN, MIIS and ACCELA programs preferred; and working knowledge of social media platforms, Microsoft Office and Excel.

Abilities: Ability to develop effective working relationships with department personnel, subordinates and with the general public; ability to express oneself clearly and concisely orally and in writing with honesty and integrity; ability to enforce and interpret regulations firmly, tactfully, and impartially; ability to maintain confidentiality or highly sensitive information always; ability to learn software programs office equipment efficiently and take on multiple tasks in a detailed organized manner.

Skill: Excellent organizational, listening, planning and technical skills; proficient computer skills and various software and spreadsheet applications; excellent customer service, oral and written skills.

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 accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

Physical Demands: Work is conducted in both an office and a field environment. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, standing, and smelling. Physical agility required to access all areas of inspection site. There may also be some occasional lifting of objects such as office equipment, boxes and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may require the application of basic motor skills in order to perform activities such as operating a telephone system, personal computer, office equipment, computer keyboarding, filing and/or sorting of papers.

Visual/Auditory Demands**:** The employee is required to routinely read documents, personal computer screens and written reports for general understanding and for analytical purposes; and administer medications and immunizations. 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.