

NOTICE OF VACANCY
INTERNAL AND EXTERNAL POSTING; PREFERENCE GIVEN TO
AFSCME LOCAL 1818 APPLICANTS UNTIL NOON 9/25/15.

TITLE: Public Health Nurse

CIVIL SERVICE TITLE: Nurse

DEPARTMENT: Health

POSITION STATUS: Full time, AFSCME Local 1818 position, 35 hours per week.

REPORTS TO: Health Agent or his or her designee

SUPERVISION EXERCISED:

May provide guidance to paraprofessional and students assigned for field experience

<u>SALARY:</u>	<u>STEP I</u>	<u>STEP II</u>	<u>STEP III</u>
	\$1051.21	\$1063.95	\$1090.55

DUTIES:

Identifies the physical, social and emotional health needs of individuals and families through systematic assessment, utilizing professional skills, health history, physical evaluation and laboratory and other diagnostic tools.

Promotes complete reporting of reportable diseases including infectious diseases, tuberculosis and lead poisoning. Visits cases and contacts for the purpose of history taking, performance of epidemiologic survey, instruction of the family and contact, supervision, and referrals.

Participates in formulating and implementing a plan for integrating health with the educational programs of local parochial schools, by providing health supervision of school children, assisting physician with physical examinations and immunizations, home visits to interested parents to secure needed treatment and to instruct parents and children in matters of child health.

Participates in planning for community health and social services for adults, elderly and handicapped residents. Makes home visits to less able elderly to evaluate need for services and referral to agencies providing needed service.

Assumes leadership in involving other professional disciplines in planning, coordinating, implementing and evaluating comprehensive health services.

Participates with co-workers in establishing priorities for service and in evaluation the effectiveness of service programs in terms of improved health status of individuals, families and the community as a whole.

Maintains communication with personnel and services of the North Shore Pulmonary Clinic.

Maintains on-going inventory of vaccines distributed to physicians, hospitals, nursing homes and other institutions in the City. Prepares monthly reports on vaccines to Commonwealth of Mass. State Dept. of Public Health.

Organizes and participates with Board of Health physician in all immunization clinics.

Maintains records, prepares reports, and files such as statistical reports, annual reports, flu immunization, etc., for the Board of Health and the State Dept. of Public Health.

Attends staff meetings. Continues professional development by obtaining required continuing education units.

Assist in the development and review of city Public Health emergency response plans, and manage operations of emergency dispensing site.

Function as part of the emergency response Incident Command structure and participate in local and regional Public Health emergency response activities

Researches available grant opportunities and assists in the grant application process. Makes recommendations for program development to the Board of Health and assists in program implementation.

SCHOOL HEALTH PROGRAM: *Public Health Nurse – Job Duties – Mandated by Massachusetts General Laws.*

Participates in formulating and implementing a plan for integrating health with the education program of local parochial schools, by providing health supervision of school children including student compliance with immunization, physical examination, scoliosis and hearing and vision screening requirements.

Assists physician with physical examinations and immunizations.

Communicates with parents to secure needed treatment and instructs parents and children in matters of child health.

Obtains and maintains school health records on all students, and prepares and distributes consent forms and checks them on return for immunization programs.

Administers and reads students Tine Tests and Mantoux Tests for faculty for certifications.

Performs vision and hearing tests on all students, K through 12; retests and sends results to parents and follows-up.

Available to consult with principal, faculty, students and parents when needed; home visits made when needed.

Maintains School health records on all students, obtains initial health records of kindergarten children started at pre-school registration in early spring, and updates either during summer of school entrance in September.

QUALIFICATIONS:

Must possess a current and valid registration as a Registered Nurse under the Massachusetts Board of Registration in Nursing.

One year experience as Public Health or School Nurse required, **OR a** Bachelor's Degree from a recognized school with a major in nursing may be substituted for the required experience.

Must be able to meet the professional standards as defined by the following organizations:

The American Public Health Association

The National League for Nursing

The American Nurses' Association
The Massachusetts Department of Public Health

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to stand; walk; use hands to finger, handle, or feel objects; tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally 100 pounds.

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually moderate.

Internal applicants (AFSCME Local 1818) have until noon on Friday, September 25, 2015 to apply to jobs@salem.com.

External applicant may also apply to jobs@salem.com until noon on Friday, October 9, 2015.

HUMAN RESOURCES DEPARTMENT

120 WASHINGTON STREET, 4th Floor
SALEM, MA 01970

Lisa B. Cammarata, Director
Human Resources

DATED: SEPTEMBER 18, 2015

The City of Salem is an EEO/AA Employer