

REGIONAL PUBLIC HEALTH NURSE

Position Information: We are seeking a dedicated individual to join our team who brings enthusiasm and a passion for public health and community wellness. While experience is not a requirement, previous exposure to Public Health, School Nursing, or Ambulatory Nursing is an asset. The Regional Public Health Nurse Coordinates and leads a Regional Public Health Nurse (PHN) Program in close cooperation with the local PHNs and health officials in Hamilton, Wenham, Rockport, and Essex. Designs, implements, and evaluates Public Health Nursing efforts across the region to support all age groups, primarily focusing on serving as a backup and support system for existing public health nurses. The successful candidate will manage the organization and operations for annual and emergency vaccination clinics held at various locations in Hamilton, Wenham, Rockport, and Essex, ordering vaccines, providing vaccines as available to uninsured or underinsured, and providing vaccines for public immunization campaigns.

Supervision Received: Operates under the discretion and general direction of the Regional Public Health Shared Services Coordinator with additional guidance provided by the member communities' town manager/administrator health directors/agents and public health nurses. This position will provide resources to all four communities but be an employee of the Town of Hamilton.

Supervision Given: Recruit, train, and supervise volunteers and hire hourly employees on an as-needed basis with the local public health nurse.

Caveat: This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

ESSENTIAL FUNCTIONS

- Participate in emergency planning activities and liaise with school and town personnel and local public health nurses.
- Engage in emergency preparedness activities to support the primary public health nurse.
- Acts as a health consultant.
- Assists with Investigations of Communicable diseases using MAVEN systems.
- Participation in governmental and community organizations related to planning and implementing Public Health Nursing services in Hamilton, Wenham, Rockport and Essex.
- Seek, develop relationships with, and work cooperatively with community partners; network with other organizations to gain knowledge and act as a liaison to those organizations.
- Schedule temporary staff for events, ensuring smooth operation and support for ongoing public health efforts.
- Serves on employee, local, and regional committees as necessary
- Provides assistance and support to committees and subcommittees as needed.
- Complete Community Health Assessment to monitor general health status and identify community health problems.
- May be required to work flexible hours.
- Conduct periodic check-ins with each Town's Board of Health or designee for debriefing sessions to ensure effective communication and collaboration
- Other duties as assigned.

REQUIREMENTS

- Bachelor's degree in nursing from an accredited program
- Six months of clinical experience in patient care, including medication administration and vital sign monitoring
- CPR / First Aid
- Valid Class D motor vehicle driver's license.
- Self-directed, action-oriented, adaptable, and innovative, ready to take initiative and contribute to the growth and success of our organization.
- MAVEN trained within six months
- Local Public Health Training Institute / TRAIN Massachusetts Foundations Course within 18 months of hire
- Strong skills in computer usage, social media, and website management to enhance our outreach and operational efficiency.
- Must be able to perform physical tasks such as lifting up to 20 pounds, navigating stairs, and bending as needed, with or without reasonable accommodations

RECOMMENDATIONS

- Prior experience in Public Health/School Nursing and/or Ambulatory Nursing is preferred.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Ability to interface and engage with diverse volunteer and donor groups.
- Self-directed, action-oriented, adaptable, and innovative.

A detailed job description can be located at www.hamiltonma.gov – Human Resources/Employment Opportunities. Interested applicants should send a cover letter and resume to Michelle Maloney, Director of Human Resources, Town of Hamilton: 299 Bay Road, Hamilton, MA 01982, or via email (preferred) to mmaloney@hamiltonma.gov. Subject: Regional Public Health Nurse Position is open until filled.
Salary: Up to \$85,000 per year