new
1/15/20

City of Lowell
Job Posting
Please Post: January 15, 2020
Deadline: Open Until Filled
Health and Human Services Department
Public Health Nurse – Clinic

Job Title:	**Public Health Nurse – Clinic** (2100-33, 2759)
Department:	Health and Human Services Department
Reports to:	Director of Health and Human Services and Public Health Nurse Manager-Clinics
Salary:	$60,711.56 (min) to $68,292.64 (max) annually
FLSA Status:	Non-exempt
Union:	AFSCME Local 1705A

SUMMARY

Responsible for assisting in the development, implementation and management of a public health program for the City of Lowell. Responsibilities include, but are not limited to, case management and surveillance of reportable and communicable diseases; as well as identifying disease trends in order to initiate control measures which may include coordinating and organizing public health clinics.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Participates in a comprehensive public health program consistent with the MA guidelines, regulations and statutes governing nursing and public health as well as local public health policy.
- Consults with the Director of Health and Human Services, Public Health Nurse Manager – Clinics, and other appropriate managers to establish, review and revise policies, procedures and specific programs for comprehensive public health services.
- Investigates and case manages reportable disease as outlined in 105 CMR 300.000 Reportable Diseases, Surveillance and Isolation and Requirement and 105 CMR 365.000 Standards for Management of TB outside hospitals.
- Performs disease surveillance through the regular collection, monitoring, and analysis of data relevant for the control and prevention of reportable diseases.
- Responds to disease surveillance by providing case management, health counseling and referrals to appropriate community resources.
- Attend regional tuberculosis (TB) clinic at Lowell General Hospital as needed; provides direct case management; assists with the coordination of admission and discharge planning between hospitals or patient clinics, private doctors and TB control.
- Provides short term coverage for other Lowell Public Health Nurses for time-sensitive duties.
- Organizes and implements state and city programs such as Immunizations, Tuberculosis and Communicable Disease Surveillance.
- Uses population-based data collection to plan and evaluate the public health program with the Director of Health and Human Services, Public Health Nurse Manager-Clinics.

- Collaborates with other professional community providers in assessing, planning, implementing and evaluating programs so as to maximize and coordinate services and prevent duplication.
- Collaborates with surrounding post-secondary institutions to mentor and provide practicum experience in public health and education.
- Prepares regular written reports for PH officials, city officials; utilizes/maintains web based databases established by MDPH (including but not limited to MAVEN); creates and utilizes database/programs to track and/or organize health or client information;
- Be familiar with the Department's Emergency Operations Plan and its activation in an emergency requiring medical and public health response.
- Plan, organize and conduct immunization clinics, including flu clinics, according to community needs.
- Follows MDPH Vaccine Management protocols, documenting immunizations in MIIS system.
- Disseminates current information from MDPH and CDC to public and private providers.
- Provides health information/education upon request from residents, city officials, employees as well as School Health Unit.
- Provides documentation of health records to clients.
- Maintains and disposes of client health records according to Federal, State and City guidelines.
- Applies appropriate nursing theory as the basis for decision making in the public health setting; seeks further expert consultation and/or supervision when appropriate.
- Attends professional continuing education programs including seminars, ICS (Incident Command System) trainings, conferences and staff meetings to stay current on public health issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Current and valid license as a Registered Nurse under the Massachusetts Board of Registration in Nursing. Certification in CPR required. Two years of full-time or equivalent experience in community or municipal public health required. BSN required.
Demonstrated knowledge in such areas as professional issues in community health nursing; communicable disease control; health assessment; special health conditions, both chronic and acute; injury prevention and emergency care; health counseling, education and promotion; risk assessment and prevention. Desire knowledge in the utilization of Outlook, Microsoft Word, Excel, PowerPoint and Access.

LANGUAGE SKILLS

Ability to read, analyze and interpret governmental regulations, professional journals, and technical procedures. Ability to write reports, policy and procedures and business correspondences. Ability to effectively and confidently present information and respond to

questions from regulatory agencies, municipal offices, community agencies, and the general public. Ability to build and strengthen working relationships. Bilingual capabilities preferred but not required.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to draw and interpret bar graphs.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Cognitive ability to observe, analyze and interpret data appropriate to assisting with program development responsibilities. Ability to work in a team environment as well as independently.

CERTIFICATES, LICENSES, REGISTRATIONS
Maintain a current and valid license as a Registered Nurse in MA. Valid driver's license and car required. Maintain a current CPR certification.

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 essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand and walk and to reach with arms and hands. The employee is occasionally required to stoop; kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision, color visions, and peripheral vision and ability to adjust focus.

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 essential functions.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by the Deadline ~Open Until Filled. Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer