

City of Lowell
Job Description
Please Post ~ March 12, 2015
Deadline ~ March 26, 2015
Health Department
Public Health Nurse Manager/Clinics

Job Title: Public Health Nurse Manager/Clinics (2700-100; SUPR, 2110)
Department: Health Department
Reports To: Health Director and other designated personnel
Salary: \$60,795.28 (min) to \$65,425.88 (max) annually
Union: Local 2532

SUMMARY: Responsible for developing, implementing, and managing the Public Health Division, and Public Health Programs for all City residents as defined by the City of Lowell. Responsibilities include nursing and program management services, collaborations, health education, community health planning and professional practice.

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

Consults with Health Director to establish, review, and revise policies, procedures, and specific programs for comprehensive public health education services.

Consults with Health Director on nursing problems and interpretation of policies and procedures to ensure health care needs are met.

Uses population-based data collection to plan and evaluate the Public Health Division with the Health Director.

Insures appropriate nursing coverage for all public health nursing duties; (e.g. takes absence reports, sick calls for nurses and arranges coverage).

Oversees and manages all grants pertaining to Public Health Nursing Programs or Nursing positions.

Completes monthly data reports as required.

Prepares regular written reports for Public Health officials, MDPH, and other agencies, describing the services provided by the division and other programs served.

Assigns routine and emergency nursing coverage for Vaccine Vending and TB Program, to include education and the dissemination of current information from the State and CDC to public and private providers.

Oversees the set-up and maintenance of education to the public and private providers to which they are vended.

Interprets public health needs and the role of the Public Health Nurse to the Community.

Oversees and manages the planning and operation of annual flu clinics and focused immunization drives.

Provides information regarding activities and services conducted at or by the Health Department for residents.

Receives and answers requests for information from residents, city officials, and employees.

Provides information regarding activities and services conducted at or by the Health Department for residents.

Attends meetings and other required events and forums to educate the public on programs, assistance, and activities; additionally provides coverage to the City of Lowell EOC and maintains a volunteer position with the Merrimack Regional Coalition.

Develops and maintains emergency preparedness policies and procedures for the Department.

Attends and provides in-service education programs, seminars, conferences, staff conferences, and professional meetings approved by the Health Director inclusive of emergency operating center coverage.

Consults and refers services to the general public related to communicable diseases and immunization.

Refers individuals to appropriate health, social, and/or city services.

Applies appropriate nursing theory as the basis for decision making in the public health setting, while expanding knowledge and skills in response to the community health needs and participating in research projects as required.

Collaborate with local nursing education institutions, e.g. providing student practice, guest lecturer and research.

Plans and assists in organizing orientations, training days, and in-house training for staff.

Embraces Team Nursing model; Issues written and oral instructions.

Examines work for exactness and conformance to policies and procedures.

Studies and makes recommendations to standardized procedures to improve efficiency of subordinates.

Assists in maintaining harmony and resolves disputes as necessary.

Investigates and responds to complaints in an efficient and tactful manner.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees providing Public Health services through the Health Department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include orientation and training employees; planning, assigning, and directing work; following progressive disciplinary policies when necessary; addressing complaints and resolving problems.

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 individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Nursing REQUIRED; Master's Degree in Nursing or related field preferred.

Three (3) years directly related experience in Public Health Nursing desired; One (1) year of management experience desired.

CURRENT CERTIFICATION IN CPR AND FIRST AID REQUIRED

Must assume responsibility for updating knowledge and skill in Community Nursing.

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.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical

procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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 and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current certification in CPR and First Aid; Current and valid driver's license; Current and valid Massachusetts Nursing License.

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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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 the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

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

Qualified individuals send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ March 26, 2015. Applicants may also send application/resume with cover letter to fax# 978-446-7102 or email to cityjobs@lowellma.gov.

EOE/AA/504 Employer