



**** EXTERNAL POSTING ****

Title:	Public Health Nurse, Full-Time	Classification:	Ludlow Board of Health Nurses Assoc. 37.5 Hrs/Week, Union, Benefited
Department:	Board of Health	Grade: N-1	Hourly Rate: \$20.3697 to \$25.0434
Reports to:	Health Agent	Effective Date:	March 10, 2021

GENERAL SUMMARY

The Public Health Nurse works as a member of the Health Department to further improve the health of the Ludlow community by providing preventive care, immunizations, education and medication refills. The Public Health Nurse participates in the diagnosis, planning and treatment of the community; educating and developing intervention plans for individuals, families, or groups about illness and disease prevention, safe health practices, nutrition, and wellness among other topics. Provides services to individuals and families at home, at school, at clinics, and other settings. In all phases of work, they emphasize promotion and maintenance of health, prevention of disease and disabling conditions, comprehensive care including maximum rehabilitation of the sick and disabled. Services include but are not limited to: Home Assessments; Blood pressure/vital signs; File of life maintenance; Diabetic teaching; Glucose monitoring in the home; Wound Care; B-12 Injections and other Injections as needed; Vaccinations for adults and children; Medication Management / Prefill medications; Pedicures & Manicures (foot and hand health-not cosmetic); etc.

KEY RESPONSIBILITIES

(The essential functions listed below are intended only as examples 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.)

- Identify present and potential need and resources related to the health of individuals, families and the community.
- Share in identifying present and potential needs and resources related to the agency's program and the nurses job duties.
- Plan for comprehensive nursing services to individuals and families in their homes.
- Participate in planning and providing nursing services in special settings such as schools, places of employment, hospitals, clinics, and health conferences.
- Contribute to planning the development and operation of community health programs.
- Contributes to the daily operation of the Board of Health Nursing Department.
- Engage in surveys; study problems related to job functions.
- Provide education on particular aspects of health care and Public Health to community groups.
- Utilizes MAVEN for communicable disease reporting and follow up; educate patients regarding infection control practices.
- Vaccine management using MIIIS database for vaccinations given; order vaccines when needed; monitor vaccine refrigerator capacity, log daily temperatures and submitting temperature logs to State. Register annually to participate in MDPH Immunization Program including Vaccine for Children (VFC). Adhere to State guidance for vaccine administration and storage management and attend required trainings. A vaccine coordinator and or back up may be determined by the Health Agent.
- Attend Medicare roster billing training through UMass Medical School for billing vaccines at flu clinics.
- Collaborate with Baystate Medical Center's TB Clinic, administer TB medications to Ludlow residents with Active TB and Latent TB; instruct clients when lab tests are required, educate and monitor clients according to MDPH TB Program standards of care.
- Administer prescribed medications, immunizations and TB skin tests. Educate clients on dosage, action interactions and side effects of medications. Monitor clients for adverse reactions and respond to standards of care.
- Adhere to infection control practices, reduce risk of exposure to blood and infectious materials.
- Develop and implement infection control measures in the community pertaining to infectious disease prevention and control.
- Coordinate with medical care providers and schools to mitigate the spread of infectious disease, ensure treatment and education in compliance with Public Health laws.
- Oversee the safe disposal of sharps program; order sharps containers; adhere to regulations for storage and removal of sharps.
- Conduct preventive public health care clinics (i.e.: blood pressure, flu vaccine, pedicures, etc.).

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Director, Human Resources



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- Maintain files and patient medical records ensuring strict confidentiality of information; Keep medical records locked and secured and abide by HIPPA/MDPH laws.
- Maintain inventory of essential nursing supplies and equipment ensuring all equipment is in working order.
- Oversee Equipment Lending program. Ensure all used equipment donated is cleaned and sanitized; keep inventory of same.
- Engage in other related duties as determined by the Health Agent.

MINIMUM QUALIFICATIONS

Qualified applicant must have a valid license to practice as a registered nurse in Mass. and the required CEU's to maintain same; a Bachelor of Science degree in Nursing preferred or the equivalent work experience and education; 5–7 years of experience in public health; thorough understanding of Mass. laws pertaining to nursing, HIPPA, vaccine management, records retention, and communicable disease reporting systems (MAVEN, MIIS); a valid Mass. driver's license; ability to pass a CORI background check; proficient in Microsoft Word and Excel and basic math skills; excellent planning and organizational skills; leadership abilities and experience as well as strong interpersonal and communication skills. Applicant must be able to pay attention to detail, maintain professional working relationships with other employees and the public and be a self-starter. Must be able to work 8:00 a.m. to 4:00 p.m., Monday through Friday and an occasion weekend may be required as well as attendance at a Board of Health meeting upon requested. Regular and punctual attendance is a requirement of the position.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at www.ludlowma.us:81/HR/ by **Wednesday, March 24, 2021**, via email to HR@ludlow.ma.us. **No application submissions will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.

DISCLAIMER - *The above statements are intended to describe the general duties to be performed and are not an exhaustive list of all requirements. Employees may be required to perform duties outside of their normal responsibilities from time to time as needed. This description does not constitute an employment agreement and is subject to change as the needs of the employer and requirements of the job change.*