



Position Vacancy

RFP #26-005-01

Position: Public Health Nurse (per diem)
Department: Public Health
Salary Range: \$48.00/HR
Schedule: Variable based on assignment
Evenings and Weekends as needed



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled. Priority will be given to those who apply within the first 21 days.
- The City of Framingham's Department of Public Health is located at 188 Concord Street, First Floor, Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

Performs professional nursing activities that reduce the incidence of disease and promotes the health and wellbeing of residents in Framingham. Executes population-based public health nursing services including adult and pediatric immunizations, communicable disease prevention, health screening and education, infectious disease control and containment, case management, and program administration. Consults with leaders of schools, businesses, and other community institutions to evaluate health concerns, and plan and implement community health programs to meet specific health needs.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Supports public health nursing clinic services including immunizations, TB risk evaluations, blood lead testing, health screenings, and seasonal health program services.
2. Conducts infectious disease case management including home visits.
3. Coordinates and deploys Framingham Medical Reserve Corps (approximately 150 members).
4. Coordinates health programs with outside institutions, organizations, and agencies; provide general health-related information and instruction to individuals, families, and community groups.
5. Monitors public notice of health alerts, advisories, and cautions; provides general health-related information and instruction to the PIO, Chief Nurse, individuals, families, general public, health provider, and agency and community groups.
6. Oversees the administration of pre-examination assessments of vaccines, skin tests, blood tests, and other tests used in determining communicable disease; provides information and education to patients before and after tests as necessary.

7. Conducts public health screening examinations including skin cancer analysis, blood pressure, cholesterol blood lead, glucose, and other CLIA-approved services.
8. Assists with billing administration and fiscal oversight for clinical service reimbursement as needed.
9. Provides and supports mobile health services.
10. Compiles and submits necessary medical/statistical reports and data in a timely manner
11. Participates in quality improvement and assurance activities.
12. Provides consultation services to health professionals in MetroWest region related to treatment, control, and interpretation of State and Federal health regulations concerning communicable diseases and health program development.
13. Mentors nursing and public health students as schedule permits.
14. Coordinates with members of the Public Health Department to advance goals.
15. Supports all public health divisions including community health and environmental health
16. Supports all department staff in the event of a Public Health emergency.

Qualifications:

- **Education and Experience:**
 - Current license as a Registered Nurse in Massachusetts.
 - Preferred Bachelor's degree from an accredited college or university plus two years general nursing experience.
 - Two years public health nursing experience preferably within the last five years.
 - Valid Massachusetts driver's license and access to automobile.
 - Positive results of a MA CORI/SORI background check
- **Knowledge of:**
 - principles and practices of Public Health Nursing, research methods and report presentation, and principles of basic program and grant budgeting
 - pertinent Federal, State and local laws, codes, and regulations regarding health care
 - universal precautions and infection control practices, HIPAA Act, and the American Nurses Association Public Health Nursing Scope and Standards of Practice.
- **Ability to:**
 - use and interpret graphical information accurately and to make decisions according to existing laws, regulations, and policies
 - communicate in a professional manner with a wide variety of residents, organizations and colleagues.
 - participate as a team member, performing a wide variety of functions as assigned by Director
 - exercise tact, diplomacy, and maintain confidentiality is essential
 - use a computer and software systems including MS Word, Excel, PowerPoint, Access, and MDPH systems MIIS, MAVEN and VFC
- **Necessary Skills:**
 - planning and organizational
 - employee relations and customer service
 - communication, both written and oral
 - Knowledge of computer technology and software systems including proficiency MS Word, Excel, PowerPoint, Access, and MDPH systems MIIS, MAVEN and VFC.

Confidentiality:

Employee has access to confidential information in accordance with the State's Public Records Law such as official personnel files, department and client records related to communicable diseases, and lawsuits. Employee has access to department-related confidential and/ or sensitive information including protected health records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.

Judgment:

Varied and responsible duties require the exercise of judgement and initiative, particularly in situations not clearly defined by precedent or established procedures.

Complexity:

Employee offers a variety of complex services, many of which are clinical in nature. Employee is expected to have

excellent communication and coordination skills to achieve departmental goals.

Accountability:

Employee has access to a significant amount of confidential information including health records, pending public health-related investigations and other sensitive information. Errors in this position could result in loss of service and have financial and/or legal ramifications.

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 position's essential functions.

May be required to lift, push/pull, or carry objects weighing up to 10 pounds. Respond to emergency situations which may include bioterrorism, nuclear, chemical, radioactive, or explosive events. May be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position.

Supervision Required:

Under the direct supervision of the Chief Public Health nurse and in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and City ordinances. Must be able to work independently.

Work Environment:

The work environment involves everyday discomforts typical of indoor environments such as office settings with exposure to radiation, biohazards and risk of personal injury when conducting home visits, public health screening or clinics. The employee may be required to work beyond normal business hours on a 24/7 basis for immediately reportable infectious disease investigations.

Occupational Risk:

Risk of exposure to sharps and bloodborne pathogens.
