



City of Framingham, MA

August 25, 2026

Position Vacancy

RFP #27-025-01

Position: Chief Public Health Nurse

Department: Public Health

Salary Range: PR-6A: Full Range: \$80,516 – \$100,112

Schedule: Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.
Friday 8:30 a.m. to 12:30 p.m.
Hours per week: 37.5
Evenings and weekends as needed or as public health nursing clinic hours are scheduled



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 14 days.
- City Hall is located at 150 Concord Street, Room B7, in downtown Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- 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.
- This position is covered by the Collective Bargaining Agreement between the City of Framingham and [SEIU, Local 888 Professional Union](#).

The City of Framingham is one of Massachusetts' most diverse and dynamic communities. Our Public Health Department is committed to innovation, collaboration, and advancing health equity. You'll have the opportunity to build meaningful relationships, engage with residents from many cultural backgrounds, and contribute to initiatives that improve the quality of life for thousands of community members.

The Chief Public Health Nurse plays a vital role in protecting and promoting the health of Framingham's diverse and vibrant community. This position offers the opportunity to work directly with residents, schools, healthcare providers, community organizations, and local leaders to address public health priorities and improve health outcomes.

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. Consult 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. Coordinates public health nursing clinic services including immunizations, TB risk evaluations, blood lead testing, health screenings, and seasonal health program services.
2. Initiates infectious disease case management.
3. Conducts epidemiologic investigations of communicable disease outbreaks.
4. Completes confidential case reporting requirements for state and federal agencies
5. Coordinates and deploys Framingham Medical Reserve Corps (approximately 150 members)
6. Coordinates health programs with outside institutions, organizations, and agencies; provide general health-related information and instruction to individuals, families, and community groups.
7. Monitors public notice of health alerts, advisories, and cautions; provides general health-related information and instruction to individuals, families, general public, health provider, and agency and community groups.
8. Oversees the administration of pre-examination tests including skin tests, blood tests, and other tests used in determining communicable disease; provides information and education to patients before and after tests as necessary.
9. Coordinates public health screening examinations including skin cancer analysis, blood pressure, cholesterol blood lead, glucose, and other CLIA-approved services.
10. Oversees the specimen submission of body fluid collections including urine, stool, blood, or sputum as needed or recommended in the control of communicable or infectious disease or in health screenings.
11. Completes reporting requirements for grants and activity dashboards.
12. Provides billing administration and fiscal oversight for clinical service reimbursement as needed.
13. Monitors health trends and innovations in the areas of disease prevention, vaccine preventable disease, and treatment of chronic diseases.
14. Compiles and submits necessary medical/statistical reports and data in a timely manner
15. Participates in quality improvement and assurance activities.
16. Provides consultation services to health professionals in Framingham related to treatment, control, and interpretation of State and Federal health regulations concerning communicable diseases and health program development.
17. Mentors nursing and public health students as schedule permits.
18. Coordinates with members of the Public Health Department to advance goals.

Qualifications:

- **Education and Experience:**
 - Current MA Registered Nurse license
 - Bachelor's degree from an accredited university
 - At least 5 years of nursing experience
 - At least 2 years of public health nursing preferred
 - Valid MA driving license and access to an automobile
- **Knowledge of:**
 - Principles and practices of Public Health Nursing
 - Research methods and report presentation
 - Principles of basic program and grant budgeting
 - Pertinent federal, state and local public health laws, codes and regulations regarding health care
 - Universal precautions and infection control practices
 - HIPAA Act
 - American Nurses Association Public Health Nursing Scope and Standards of Practice
 - Office technology and software systems including MS Word, Excel, PowerPoint, Access, MIIS and MAVEN
- **Ability to:**
 - Interact effectively and appropriately with the public in a culturally competent manner
 - Establish and maintain effective working relationships with co-workers and community partners

- Use and interpret graphical information accurately
- Make decisions according to existing laws, regulations, and policies
- Communicate, both orally and in writing, in a professional manner with a wide variety of residents, organizations and colleagues
- Participate as a team member, performing a variety of functions as assigned by Director
- Exercise tact, diplomacy, and maintain confidentiality
- **Necessary Skills:**
 - Planning and organization
 - Customer Service
 - Public speaking

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Supervision:

Works under the supervision of the Director of Public Health and Assistant Director of Public Health.

In response to public health demands or as budgets allow, the Chief Public Health Nurse may supervise per diem nurses or clinic staff.

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.

Must be able to sit, bend, reach, and move about the city; lift and carry supplies and equipment; perform nursing procedures requiring manual dexterity; and work in a variety of community settings while maintaining professional and effective communication.

Must be able to maintain energy throughout a full workday that may include travel between multiple locations and working in various weather conditions when conducting field visits or public health outreach activities. Responding to public health emergencies may require extended hours and increased physical activity.

Work Environment:

The Chief Public Health Nurse work is primarily performed under typical office conditions, but will also include schools, clinics, homes, shelters, and community agencies. There is potential exposure to infectious diseases, requiring compliance with infection control practices and personal protective equipment (PPE) protocols. There may also be exposure to noise, crowded environments, and varied socioeconomic conditions.

Nature and Purpose of Relationships:

Relationships are primarily with co-workers, health partners' coalitions, and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Confidentiality:

Employee has access to confidential information in accordance with the State's Public Records Law such as department records including those related to communicable diseases and medical records.

Judgment:

Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation, or guideline.

Complexity:

The work consists of a variety of duties which generally follow standardized nursing practices, procedures, regulations, or guidelines.

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