



Town of Halifax

499 Plymouth Street, Halifax, MA 02338

Robert Valery, Health Agent

781-293-6768

**This is a grant-funded position that is reliant on grant-funding. This position is currently funded until June 30, 2027. Potential for extension beyond June 30, 2027. The yearly contract is based on available funding and operational needs. **

JOB POSTING

Job Title:	Public Health Nurse (Regional)		
Status:	35 Hour, Full-Time, Exempt, Flexible Schedule.		
Department:	Board of Health	Posting Date:	Thursday, April 4 th , 2024
Salary Range:	\$72,800 - \$81,900	Closing Date	Monday, April 22 nd , 2024
Apply Online:	www.halifax-ma.org/apply	External Applicants Considered:	

The Public Health Nurse (PHN) works under the daily supervision of the Senior Health Agent and Shared Services Coordinator. PHN will also work under the routine guidance of an Advisory Board for the Halifax Public Health Excellence Group.

BACKGROUND:

This grant-funded position will support the towns of Bridgewater, East Bridgewater, Halifax, Middleborough, Raynham, and West Bridgewater. The Health Departments are engaged in an innovative initiative to strengthen core local public health services, to advance the recommendations of the 2019 Special Commission on Local and Regional Public Health and promote healthier communities across the region. The Public Health Nurse is responsible for performing a variety of public health duties, including responding to public inquiries and public health issues; organization of public health education and outreach; implementing public health programs; communicable disease reporting (MAVEN); infectious disease outbreak investigations; organizing immunization clinics; emergency planning and response; and other similar duties as necessary to improve community health.

Health Goals:

- Core Public Health Goals:
 - *“**Strong & Equitable** disease prevention through education, disease tracking, promoting access to vaccines, disease data collection & enforcement of existing state sanitary codes to prevent disease by a permitting or inspection process and to abate complaint-based nuisance conditions.”*

RESPONSIBILITIES:

PHN job functions are broad in scope and include Administration/Staff Supervision; Community Engagement & Collaboration; Communicable Disease Reporting, Prevention and Outreach Activities; Health Promotion; Population-level Prevention; Community Education; Emergency Preparedness, Response and Mitigation; Quality Improvement; Workforce Development; Regulatory Compliance. (Clinic-based Assessment and Care; Home-based Assessment and Care; Vaccination services are goals for the future).

QUALIFICATIONS:

Required Education, Training, and Experience:

Graduation from an accredited college or university with a bachelor's degree in public health or nursing; supplemented by at least 3 years of experience in a public health field; or any equivalent combination of training and experience which provides the following knowledge, ability, and skills:

Knowledge of:

- Public Health laws, regulations, and principles of practice.
- Leadership, planning, and supervisory skills.
- Public Health Nursing.
- Emergency management plans and operations.
- The use of standard office equipment including computers and relevant software programs.

Ability to:

- Multi-task and prioritize work.
- Work independently with minimal supervision.
- Prepare clear, concise, accurate, and informative reports.
- Analyze data and make clinical decisions.
- Establish and maintain effective working relationships with supervisors, elected officials, residents, and members of the public.
- Demonstrate a commitment to diversity, equity, and inclusion through continuous development.

Skill in:

- Oral and written communications. **A candidate with Bi-Lingual skill is preferred.**
- Preparing reports and making presentations.
- Customer service and problem-solving.

NECESSARY SPECIAL REQUIREMENTS & CREDENTIALS

- Must possess and maintain a valid motor vehicle operator's license and have reliable transportation to travel across multiple communities.
- Massachusetts Registered Nurse License
- Maintain First Aid and CPR Certification

PHYSICAL REQUIREMENTS

The physical elements listed 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 qualified individuals with disabilities to perform the essential functions:

- Work is performed mostly in the office and field; cognitive skills are necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to maintain stationary positions, move about often, position oneself to perform all nursing and administrative duties, communicate with others, convey, and exchange information; ability to operate, use, activate, prepare, inspect, place, detect, position, and reach objects such as but not limited to tools or controls.
- The employee is frequently required to ascend & descend stairs/ladders and position oneself to perform all nursing and administrative duties.
- The employee is occasionally exposed to and/or work around dust, noise, and disease.
- The employee must frequently move, transport, position, put, install, or remove up to 20 pounds and occasionally 50+ pounds to perform required duties.

Affirmative Action/Equal Opportunity Employer:

- The Town of Halifax provides equal employment opportunities (EEO) to all employees & applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, The Town of Halifax complies with applicable state & local laws governing nondiscrimination in employment in every location in which the municipality has facilities. This policy applies to all terms & conditions of employment, including recruiting, hiring, placement, promotion, layoff, recall, transfer, leaves of absence, compensation & training.

The Town of Halifax expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Town of Halifax's employees to perform their job duties may result in discipline up to and including discharge.

Application, resume and any associated documents must be returned to the **Board of Selectmen's Office, Halifax Town Hall, 499 Plymouth Street, Halifax, MA 02338** or submitted via email to **Apply@halifax-ma.org (specify "Public Health Nurse" in the subject line)** by Monday, April 22nd, 2024, at 3 pm for first review. This position will be posted until filled. Full job description and employment application are available for download at www.halifax-ma.org/apply.