

Job Posting



16 hours	Public Health Nurse	Position Outline	
Direct Report	Health Administrator	Grade	G rate: \$27.97 - \$34.79 hr.
Department	Community Services	FLSA	Part Time Regular 16 hrs. per week
Division	Health	Bargaining Unit	Non- Union
Date	March 2015	Location	Town Hall

Public Health Nurse

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develops, plans and administers the public health nursing programs for the Town of Reading
2. Performs surveillance and data collection of all reportable communicable diseases; maintains records and files case investigations to the Massachusetts Department of Public Health.
3. Works closely with the Division of Tuberculosis Control to investigate and follow-up all reported cases of tuberculosis, including testing all contacts, home visits when needed and monitoring patients for compliance with treatment regime.
4. Orders and maintains adequate supplies of vaccine for distribution to local providers. Dispenses vaccine and maintains distribution records and usage of vaccine according to State regulations.
5. Provides continuing education to providers on Massachusetts Immunization Program.
6. Plans, coordinates and administers clinics such as influenza, pneumonia, hepatitis B, tetanus, menomune.
7. Develops, plans, coordinates and administers other clinics; e.g., blood pressure, cholesterol, and TB screening.
8. Attend staff meetings, trainings, and professional development seminars.

Minimum Qualifications

1. Bachelor’s Degree in nursing and RN licensure
2. Two (2) years of related experience in public health nursing
3. CPR certification

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for the Public Health Nurse. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until April 21, 2015.

A full Job Description is available upon request

Judith Perkins

Human Resources Director

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