



Job Title: Regional Public Health Nurse
Department: Health Department
Location: Revere City Hall, 281 Broadway, Revere, MA 02151
Hours: Up to 39 hours weekly
Salary: \$70,000 - \$75,000 annually. Full time grant-funded position.

DESCRIPTION:

The North Suffolk Public Health Collaborative (NSPHC) is a shared service initiative between the cities of Revere and Chelsea and the Town of Winthrop in Massachusetts. The NSPHC seeks candidates to hire a Regional Public Health Nurse. This shared position is responsible for assisting and collaborating with the existing Public Health Nurses. Example of responsibilities might include the administering and implementing of public health nursing functions such as immunizations (I.E., flu and COVID), regional emergency planning, conducting communicable disease investigations, assessing needs, planning and implementing interventions to support health of residents, participating in public health clinics and educational programs, participating in and directing population health focused emergency preparedness for Chelsea, Revere, and Winthrop's municipal Health Departments.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended 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 logically assigned to the position.

- Assist in planning, coordination, and administration of clinics such as immunization clinics or any other identified clinics.
- Participate in emergency planning efforts that may include representing North Suffolk at regional 4AB meetings, work with Human and Medical Coordinating Council (HMCC) on Public Health Emergency Preparedness (PHEP) grant programs, participate in monthly meetings, working on grant deliverables, and act as the 24/7 PHEP contact.
- Assist with surveillance and data collection of all reportable communicable diseases via MAVEN to the Massachusetts Department of Public Health (DPH).
- Plan, develop, and implement health communication messaging and outreach material to reach the diverse populations within NSPHC.
- Collaborate with other municipal departments such as Council on Aging, Substance Use, Public Safety on health issues such as older adult needs, mental health, substance use disorder, etc.
- Assist with home visits as requested and needed.
- Performs community health assessments and population health needs assessments.
- Identifies social determinants of health and population health needs of the community.

- Identifies vulnerable populations and plans and implements relevant interventions.
- Plans, develops, and conducts community education programs.
- Collaborates with community, regional and statewide resources to meet health needs of population.
- Participate in employee, local and regional committees as necessary.
- Assume responsibility for own education and staying up to date with current developments in public health nursing; attend seminars and workshops related to public health nursing.
- Performs miscellaneous office duties as they relate to record keeping, correspondence, electronic communication, filing, copying, scanning, and answering phones.
- Performs other related duties as required.

QUALIFICATIONS:

- Must be a Massachusetts State-licensed Registered Nurse.
- Bachelor of Science in Nursing Degree (BSN).
- At least 2 years of population health experience (e.g., VNA, Community Health Worker).
- Bi-lingual in Spanish.
- Valid driver's license.
- Must take MAVEN training within 6 months of hire.
- Must study Foundations for Local Public Health Practice course within 1 year of hire.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Knowledge of Google Office Suite and Drive applications plus Canva.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.
- Knowledge of the MAVEN software system.
- Knowledge of Local Public Health functions (I.E., housing inspections, restaurant inspections, etc.).
- Knowledge of community resources available to residents

Skills:

- Strong time-management skills. Highly effective communication skills, including written and public speaking skills.
- Strong problem solving and interpersonal skills.
- Trainings or experience in cultural sensitivity, and community outreach.

Abilities:

- Ability to be flexible and adjust to fast-paced environment.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively and efficiently verbally and in writing.

- Ability to organize time efficiently; prioritize multiple tasks and adjust workload as needed in a team environment.

PHYSICAL ENVIRONMENT:

Work is primarily performed in an office environment. The work involves sitting, standing, walking, and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. This position will be based out of Revere Health Department but will require travel between the cities of Chelsea and Revere and the Town of Winthrop.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.