



# Medford

Medford City Hall  
85 George P. Hassett Drive  
Medford, MA 02155  
Personnel Office, Room 204  
HR: 781-393-2408 - Fax: 781-391-3546

**POSITION:** Supervising Public Health Nurse

**DEPARTMENT:** Board of Health

**HOURS OF WORK:** Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM;  
Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM.

**SALARY:** \$67,163.20 - \$75,538.84 annually.

**BASIC FUNCTIONS:**

Plans, coordinates and provides public health nursing services for Medford residents of all ages utilizing applicable State and City of Medford codes relating to sanitation, and environmental/public health practices and principles. Provides advocacy for the protection and advancement of the public health.

**SUPERVISION:**

Works under supervision of the Director of Public Health.

**RESPONSIBILITIES:**

- Supervises prevention education nurses for flu clinics including parochial school health program;
- Maintains confidential information, including criminal investigations, and personal information concerning citizens, and local businesses;
- Communicates with the general public, answering questions on public health issues in writing and orally;
- Cooperates with State and City of Medford officials, including but not limited to Assessor's Office, the Police and Fire Departments, the Building Department as well as health care providers within the City;
- Communicates and works with the Massachusetts Department of Public Health;
- Provides investigation and inspections, communicates and educates the general public as well as health care professionals in the community.
- Develops, plans, and administers the public health nursing programs of the City of Medford;
- Performs surveillance and data collection on all reportable communicable diseases and maintains records, files and case investigations to the Massachusetts Dept. of Public Health;
- 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;
- Orders and maintains adequate supplies of vaccine for distribution to local providers;



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- Dispenses vaccine and maintains distribution of records and usage of vaccine according to State regulations;
- Provides continuing education to providers on Massachusetts Immunization Program;
- Plans, coordinates and administers public and employee clinics such as influenza, pneumonia, and hepatitis B;
- Performs and/or supervises all school nursing functions for the Medford parochial schools within the parameters of the Massachusetts regulations, including review of immunization and submission of survey reports;
- Provides hearing, vision and scoliosis exams for school children;
- Coordinates and attends physical exams with the Public Health physician for children in the parochial schools;
- Works with Public Health physician to provide outstanding preventative public health care to residents of Medford;
- Maintains medical records in accordance with Massachusetts regulations and laws;
- Develops, plans, coordinates and administers other clinics; e.g. blood pressure;
- Purchases adequate supplies for programs;
- Develops and implements community public health education programs;
- Assists in planning and participating with baccalaureate and other nursing students;
- Plans, coordinates and administers other state-mandated services as required.

## **EDUCATION:**

Bachelor of Science degree in Nursing. A minimum of Two (2) years' experience in public health nursing environment. Fluency in a language other than English preferred.

**SPECIAL REQUIREMENTS:** Current registration the Massachusetts Board of Registration of Nursing; Possess a valid Massachusetts class D Driver's License; and Active member of Massachusetts Association of Public Health Nurses.

## **KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of state public health regulations and laws;
- Maintains records and to keep records and information in a confidential manner;
- Use and operate nursing equipment;
- Establishes and maintains effective working relationships with employees, supervisors, other agencies, program participants, community leaders, the media and the general public;
- Provides public health and school services;
- Enforces and interpret regulations of the public firmly, tactfully and impartially;
- Translates technical knowledge into layperson's terms;
- Maintains complete and accurate medical records and prepares reports in compliance with state regulations;



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- Knowledge of computers and word processing programs.

## **WORKING CONDITIONS:**

Standard indoor office environment. The noise level in the work environment is usually low to moderate.

## **PHYSICAL CONDITIONS:**

Minimal physical efforts when performing functions under typical office conditions. Moderate physical efforts required periodically in the field. Essential functions may require maintaining physical condition necessary to stand, walk, sit, speak and hear, stoop, kneel, crouch, bend and reach. May spend several hours walking or standing. Frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. May occasionally lift and/or move materials weighing up to 25 pounds. Must have accurate vision at long distance, be able to read small print. Specific vision abilities required by this job includes close vision, and the ability to adjust focus. Employee is occasionally exposed to exceptionally dirty and odoriferous environments.

**ADDRESS ALL COVER LETTERS AND RESUMES TO  
Personnel Department  
City of Medford – Room 204  
85 George P. Hassett Drive  
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to  
[jobs@medford-ma.gov](mailto:jobs@medford-ma.gov)**

**The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, Minorities, Veterans and Persons with Disabilities are encouraged to apply.**