TOWN OF NORTON
MUNICIPAL CENTER
70 EAST MAIN STREET, NORTON, MA 02766

Telephone: (508) 285-0210  Fax: (508) 285-0297
E-mail: myunits@nortonma.us.com

Michael D. Yunits
Town Manager

TOWN OF NORTON
EMPLOYMENT OPPORTUNITY
PUBLIC HEALTH NURSE

The Town of Norton seeks qualified applicants for the position of Public Health Nurse. This part-time, benefit-eligible position is appointed by the Town Manager and works under the direction of the Town Manager, the Health Agent, and the Board of Health.

Qualified applicants should submit a cover letter, employment application, copies of license(s)/certification(s)/degree(s), and resume with five references to:

Hard Copy: Michael D. Yunits, Town Manager
             “PUBLIC HEALTH NURSE POSITION”
             Norton Town Hall
             70 East Main Street
             Norton MA 02766

Electronic Submission: mbrown@nortonma.us.com
                        Subject Line: “PUBLIC HEALTH NURSE POSITION”

This position will remain open until filled. EOE.

Post: Town Hall Bulletin Board (05/17/22)
       Town Web Site (www.nortonma.org)
       The Sun Chronicle (05/20/22)
       The Beacon (www.mma.org)

pc: Select Board
    Board of Health
JOB DESCRIPTION

POSITION:
Part Time (25 Hours per week) Public Health Nurse
Works under the direction of Board of Health, the Health Agent and the Town Manager.

QUALIFICATIONS:
Massachusetts Licensed Registered Professional Nurse, with at least one year's experience in Public Health Nursing preferred. Working knowledge of Microsoft Office and a Massachusetts's driver's license required.

ABILITIES:
Must be able to make nursing assessments, work independently, anticipate future needs and recognize concerns all while maintaining constructive relationships with diverse people and departments. Approximately 100 miles of travel per month.

COMMUNICABLE DISEASES:
Responsible for investigation and control of all reportable communicable diseases under the laws of the Commonwealth of Massachusetts. The nurse will use the MAVEN program for reporting and investigation.

Immunizations:
Responsible for immunizations of residents of Norton when vaccine is provided by the MADPH and/or privately purchased by the Town of Norton. The nurse is the designated vaccine manager.

Clinics:
BLOOD PRESSURE: 1 clinic held monthly at the Senior Center.

HEALTH EDUCATION: Responsibilities include recruiting of volunteers to work at all clinics and the training of non-licensed volunteers

Committee Memberships:
The Public Health Nurse is a member of many different committees including but not limited to School Wellness, Norton Opioid Prevention, Medical Reserve Corps. and the Public Health Emergency Preparedness Coalition. The nurse is encouraged to become a member of MAPHN.

EMERGENCY PLANNING:
The Public Health Nurse is responsible for planning the local public health response to all hazard emergencies. This requires interfacing with local, state, federal and private entities along with continuing education and certification. Mandated NIMS 700 and ICS 100, 200. The nurse is mandated to be on-call at all times unless arrangements have been made thru Mutual Aid for another neighboring Public Health Nurse to cover the town. The nurse is Norton’s liaison to and member of the executive board of the Bristol-Norfolk Medical Reserve Corps. The nurse responds to and conducts call down drills for emergency preparedness.

REFERRALS:
Referrals are made to the Public Health Nurse from doctors, hospitals and other agencies, (ie: Welfare Department, Department of Social Services, Department of Mental Health and Private Parties. The nurse consults with other agencies including Norton’s Human Services Director.