

Job Description



Program Director – Public Health Excellence Nurse

1 FTE | POS#

Direct Report	Director of Public Health Nursing	Grade	U-21: \$77,064
Department	Health	FLSA	Exempt
Division	Nursing	Bargaining Unit	Non-Union Unclassified
Date	August 2024	Location	1213 Purchase Street, New Bedford 02740

Homeland Security Emergency Status: Essential

Safety Classification: Non- Safety Position

Summary

The New Bedford Health Department is committed to promoting healthy lifestyles and health equity, preventing, and responding to disease, and ensuring safe and sanitary environments that protect our diverse, multicultural community through services, outreach, and regulations.

Through the state’s Public Health Excellence (PHE) shared services partnership, the PHE Nurse will provide a variety of regional public health nursing services to promote overall health among residents, vaccinations, infectious diseases surveillance, maternal and child health, chronic disease prevention, health education, wellness, and more. Services primarily will support the residents of Acushnet, Fairhaven, and New Bedford.

Supervisory Responsibilities

Supervision Scope: None

Supervision Received: Works under the direction of the Director of Public Health Nursing

Supervision Given: Guidance and support of City of New Bedford Public Health Nursing Program

Essential Function

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

1. Provide a variety of public health services designed to promote and protect the health of the community by advancing health equity, delivering preventive services and responding to community needs, including during public health emergencies.
2. Provide continuity of care by collaborating with community-serving organizations and healthcare providers such as hospitals, schools, and other public health departments.
3. Conduct infectious disease follow-up in accordance with Massachusetts’ mandated reportable infectious disease surveillance, isolation and quarantine requirements.
4. Conduct outreach and health education related to infectious diseases, chronic disease prevention, maternal and child health, environment-related health conditions, arboviruses, CPR/ first aid/AED certification, and other health promotion topics.
5. Educate the public regarding emerging public health concerns.
6. Provide vaccine services and management in accordance with departmental policies and Massachusetts regulations.
7. Facilitate seasonal vaccination clinics and in-home vaccination program aimed at reaching vulnerable populations.

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8. Actively contribute to the development and distribution of relevant health education for the community.
9. Support the development and delivery of maternal and child health programming within the community.
10. Perform related work as required and assigned.

The duties listed above are intended only as illustrations of the various types 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 a logical assignment to the position. The job description does not constitute an employment agreement between the City of New Bedford and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Competencies

Team Cooperation	Independent Judgement	Thoroughness & Attention to Detail
Communication Proficiency	Customer Service	Organizational Skills
Confidentiality	Expert Reporting	Multi-Lingual

Minimum Qualifications

Education and Experience

- Baccalaureate of Science in Nursing
- Any equivalent combination of education and experience

Preferred Qualifications

- Bilingual or Multilingual; fluency or proficiency in at least one language other than English
- Two or more years of nursing experience in public health, acute care, or maternal / child health
- Master’s degree in Nursing, Public Health or related field
- Experience working directly with the Greater New Bedford community

Licensing / Certifications

- Valid registered nurse license issued by the Commonwealth of Massachusetts Board of Registration in Nursing, maintained with mandated continuing education credits

Required Skills and Abilities

- Knowledge of professional nursing principles, techniques, and basic sciences
- Knowledge of community health and welfare resources
- Ability to apply professional nursing principles, techniques, and basic sciences in homes, clinics, and community settings
- Ability to carry out written and oral instructions and to exercise judgment in the application of nursing care
- Ability to work cooperatively and maintain an objective attitude
- Ability to exercise tact and initiative
- Excellent written and verbal communication skills

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- Sound knowledge of applicable health-related laws, regulations and ordinances
- Ability to establish and maintain an excellent and effective professional working relationship with Health Department leadership and staff, Mayor and city administrators, other municipal government departments, and members of the public
- Excellent interpersonal skills with the ability to work cooperatively and productively in a team atmosphere, demonstrating initiative and drive
- Expert computer skills and thorough knowledge of Microsoft Office including Word, Excel and Outlook and ability to learn municipal software such as Maven, etc.
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to embrace the missions and organizational values of the Health Department and City of New Bedford, Public Health and the City's mission and organizational values.

Tools and Equipment Used

- Computers, phones, copy machines, medical supplies, and medical office equipment.

Special Requirements

- Criminal Offender Record Investigation (CORI) background check mandatory.

Work Environment

Work is performed in an office setting. Workload and stress levels vary dramatically. The **Public Health Excellence Nurse** makes constant contact with other staff, members of the public and City departments. This requires excellent customer service skills. The **PHE Nurse** has access to confidential information about employees and other sensitive information. The **PHE Nurse** is expected to operate in an environment where errors can be costly with regard to efficiency of the operation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The PHE Nurse may be required to travel to various locations within the community, including healthcare facilities, community centers, and field sites, to conduct surveillance activities, investigations, and outreach events. This may involve walking, standing, and navigating different types of terrain.

The PHE Nurse may need to manipulate small objects, operate equipment such as laptops, tablets, and laboratory instruments, and perform tasks requiring precision and coordination.

While approximately 75% of the work may be conducted in an office setting, the PHE Nurse may alternate between sitting at a desk for computer work, attending meetings, and standing or moving around during fieldwork and presentations.

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In certain situations, such as during outbreak investigations or environmental assessments, the PHE Nurse may need to wear personal protective equipment (PPE) to minimize exposure to hazardous substances or infectious agents. This may include masks, gloves, goggles, or other protective gear.

This position is primarily conducted indoors.

Work Hours

This is a full-time - exempt position with typical 40 hours per week, varied schedules, with required availability for after normal hours of operation during emergencies and other departmental critical needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

To Apply:

Interested applicants should please apply directly on the City of New Bedford Website: [Click Here to Apply](#)

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