

# Town of Franklin

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## OFFICE OF HUMAN RESOURCES

### JOB POSTING NOTICE

**POSITION:** Public Health Nurse  
**DEPARTMENT:** Health Department  
**SALARY:** \$75,000 - \$100,000 annually (Grade 16)  
**HOURS:** 35 hours/week  
**POSTED:** June 4, 2021  
**Preferred deadline: June 25, 2021**

The Town of Franklin is seeking candidates for a Public Health Nurse in the Health Department. This is a full-time salaried position with benefits and the employee will work 35 hours per week. The Public Health Nurse will report to the Health Director and will also work closely with the Senior Center Director and the Fire Chief. This position will be located within the Senior Center.

The Public Health Nurse is a new position and some nursing duties are shared with the neighboring Towns of Wrentham and Norfolk. We expect the position to work primarily with Franklin but this person will cover MAVEN and assist with vaccine clinics and coverage of vacations for all towns.

#### **The Public Health Nurse will be responsible for the following duties:**

- Assesses the public health needs of the community, addressing issues of concern and planning interventions.
- Investigates, reports, and takes follow-up actions regarding communicable and infectious diseases in the statewide database, MAVEN. Performs limited COVID-19 contact tracing. Checks the MAVEN system and follows up with patients as needed.
- Responds to emerging pathogen issues, such as West Nile Virus and Eastern Equine Encephalitis.
- Plans and implements immunization, influenza, COVID-19, and blood pressure clinics; maintains and updates all records associated with immunizations; responsible for medical record retention in accordance with the secretary of state requirements; may conduct tuberculosis testing, direct observed therapy and report results.
- Enrolls the town into the MDPH immunization program.
- Maintains the MCVP agreement and inputs accurate data into the MIIS system.
- Supports the Fire Department's community EMS vaccination program.
- Responsible for reviewing immunization records and plans for recreational camps for children.

- Investigates and reports cases of elder abuse or self-neglect and cases of child abuse or neglect and conducts follow-up activities. Conducts home visits relative to sanitary code violations and conducts follow-up.
- Collaborates with the Council on Aging to address elder needs.
- Provides information pertaining to public health to health professionals and the public.
- Works with the Director of Public Health or other staff members regarding Public Health Emergency Preparedness plans, drills, and exercises and may attend meetings.
- Participates in the Local Emergency Planning Committee (LEPC).
- Coordinates with inspectors and other staff regarding Foodborne Illness complaints and follow-ups.
- Coordinates with the Franklin Public School Nurses on public health and school health matters.
- Coordinates and provides educational programs for the community.
- Maintains an accurate record keeping system that ensures timely administrative and comprehensive compliance with the laws related to public records.
- Follows the guidance and regulations of the Massachusetts Department of Public Health.
- May supervise temporary nursing staff and/or interns as needed.
- Other duties as assigned.

**Required Qualifications:**

- State-licensed Registered Nurse (RN)
- Bachelor of Science in nursing degree (BSN)
- At least 3 years of nursing experience
- Excellent communication skills, both verbal and written
- Ability to work independently and help
- Valid MA Driver's License and willingness to drive to meetings and appointments off-site
- Demonstrated computer proficiency and experience with Microsoft Office and Excel and the Google Suite

**Preferred Qualifications:**

- Experience with Massachusetts Virtual Epidemiologic Network (MAVEN)
- Experience with Massachusetts Immunization Information System (MIIS)
- Experience as a public health nurse

*The selected candidate must be authorized to work in the United States and be able to pass a criminal background check and a pre-employment physical exam, including a drug test.*

**Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format to [apply@franklinma.gov](mailto:apply@franklinma.gov). Please put "Public Health Nurse" in the subject line of the email.**