



DAN RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

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EMPLOYEE JOB POSTING

Title: Public Health Nurse Supervisor
Department: Inspectional Services
Salary: \$695.46 - \$823.34 per week (In accordance with CBA)
Union: Nurses

General Duties: Under direction of the Commissioner supervise and perform public health nursing services provided under City jurisdiction.

Day-to-Day duties: Under direction, function independently in supervision of daily clinic activities, referring to the Commissioner on budget issues and scheduling of clinics.

Organize clinic programs; schedule and supervise public health nursing staff; assign work; evaluate performance and counsel staff as required; provide input into the development of new or modified programs and procedures; and requisition necessary supplies through the Commissioner of Inspectional Services.

Utilizing knowledge of the principles and practices of public health nursing and public health laws, provide skilled nursing services to patients attending public health clinics for programs such as hypertension, diabetes, flu shots, immunizations, cholesterol and cancer screening, TB testing and follow-up, etc. Provide professional clinical care counseling and health education, and follow-up and referrals as required.

Receive and investigate reports of communicable disease; make home visits as required, and provide clinical care, testing, and/or information to patients and families on interpretation of regulations, and/or referrals to appropriate medical providers; obtain information for preparation of reports by office staff and submission to public health authorities.

Respond to questions and concerns from the public regarding alleged child abuse and other health and social problems, referring callers to appropriate agencies or authorities.



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Order, pick up and deliver vaccines, other biological, and health education literature from state labs/clinics.

Prepare and maintain appropriate patient records and statistics; maintain confidentiality of patient information; and prepare various reports as required by the state and city.

Maintain current knowledge of nursing practices and literature through independent study and attendance at workshops.

Perform other related duties as assigned.

Qualifications: Requires nursing registrations in the Commonwealth of Massachusetts after graduation from baccalaureate nurse training program. Work requires 3-5 years of experience in clinical and public health nursing.

Appointing Authority: _____

A handwritten signature in blue ink, appearing to read "Dan Rivera", written over a horizontal line.

Dan Rivera, Mayor

Posting Date: July 14, 2017

Deadline: Until Filled

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE
The City of Lawrence has a residency requirement within two years of date of hire.
The City of Lawrence is an Equal Opportunity Employer.

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.