



# Haverhill

Human Resources Department, Room 306

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January 13, 2021

Job # 2021-5

## **PLEASE POST ANTICIPATED OPENING**

### **POSITION:**

COA Public Health Registered Nurse  
(Civil Service Position)

### **HOURS OF WORK:**

Full-time/Part-time  
Schedule to be determined

### **SALARY:**

\$35.00 per hour (Temporary position, Non-benefitted at this time)

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

To support HCOA mission statement. To promote the health and safety of the city's seniors. To provide skilled nursing services to the senior citizens of Haverhill. Preventative medicine to maintain elders in their own homes by monitoring disease processes and providing appropriate health services.

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Judgement is used in analyzing specific situations to determine appropriate actions. Employee is expected to with efficiency and relative proprieties in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Promote and provide education on health, special nutrition and safety issues to city's elders. This includes:

- Educating client about available health/social services-e.g. assist elder to obtain medical appliances if qualify. Conducting regularly scheduled health prevention (wellness) clinics (e.g. blood pressure screening & diabetic screening) with appropriate follow-up.
- Conducting a variety of special health prevention screenings, vision screening, cancer screening, blood test for anemia, diabetic screening, etc.
- Providing subcutaneous and/or intramuscular infections (B-12, allergies, tetanus, etc.) with written prescription from clients M.D.
- Handling inquiries regarding Meals on Wheels Program for home-bound elders by explaining program, assessing need and evaluating for other services which may be needed.
- Following up on any driver concern regarding the status of a MOW participant (unsteadiness, less mobility, confusion, loss of hearing, etc.)
- Providing monitoring of home-bound elders (with no other assistance), flu shots, and annual home visits to MOW clients.

- Funding and obtaining Elder Care funds for emergency medical health situations which arise, utilizing requirement of alerting 2 Elder Care Fund committee members to access funds (alert Human Services Director if available).
- Ability to recognize physical defects/symptoms of disease in individuals who should be referred to proper medical authorities and be able to intervene when elder has an immediate health risk while working with elder's families/physicians (always with elders' permission).
- Implement public health programs and initiatives to address elder community needs and evaluate its effectiveness in meeting established goals and objectives for the Department.
- Recommends changes and redirection of resources when needed.
- Develops and maintains collaborative working relationships between public, civic, professional, and voluntary agencies (such as Social Services, ESMV, VNA's Salvation Army, Church's, etc.)
- Prepare and disseminate educational information through various information sources (educational programs, health fairs, newsletter columns, support groups, etc.).
- Collaborate with Mass. DPH and Haverhill Board of Health to promote and implement DPH immunization clinics (influenza, pneumonia, Td, DPT, etc.
- Maintain daily temperature logs per DPG protocol for state received vaccines.
- Mandated reporting to Elder Services for Elders at Risk.
- Advocate and communicate elder health issues to local/state governmental agencies.
- Ensure compliance with requirements for Communicable Disease Control, tuberculosis control, vaccine administration and other program requirements.
- Performs childhood immunizations in compliance with the VFC Program.
- Assist in flu clinics and other immunization clinics as needed.
- Investigates reportable diseases in the community and completes case reports for MA DPH through MAVEN.
- Assists in case management of active tuberculosis cases in the community.
- Perform other duties as assigned by the Community Health Supervisor and/or the Human Services Director or designee.

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.

**QUALIFICATIONS:**

Must possess a current and valid Registered Nursing License issued by the Massachusetts Board of Registration in Nursing at the time of application and original appointment. Registered Nursing license must be in good standing. CPR certification, valid driver's license required. Must have excellent computer skills (proficiency in Microsoft Word & Excel products) and be able to maintain spreadsheets/computer files/databases. MAVEN and MIIS experience are helpful.

**GENERAL KNOWLEDGE:**

Knowledge of present-day public health nursing practices including its underlying principles and technique. Knowledge of hygiene, nutrition, dental hygiene, and environmental sanitation, knowledge of state health laws and regulations, and state and regional resources.

**PHYSICAL REQUIREMENTS:**

Ability to move in and out of offices, buildings, and up and down stairs. Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies and office equipment weighing up to 30 pounds.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Visual demands require routinely reading documents for general understanding and analytical purposes and ability to read. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

**CLOSING DATE:** **FRIDAY, JANUARY 22, 2021**

**SUBMIT COVER LETTER,  
RESUME AND APPLICATION TO:** **Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

**APPLICATION IS AVAILABLE ONLINE AT:**  
**[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2021-5 WHEN APPLYING ONLINE.**