

Norfolk County-8 Coalition

September 11, 2023 Meeting Minutes



Time: 11:00 am – 1:00 pm
<u>Meeting Location</u> Zoom: https://us06web.zoom.us/j/88087816985

Attendance Roll Call

Voting members present:

Barbara Reardon, Canton
Kylee Sullivan, Dedham
Caroline Kinsella, Milton
Abbie Atkins, Norwood
Melissa Ranieri, Walpole
Leonard Izzo, Wellesley
Jared Orsini, Westwood

Non-voting members present:

Angie Truesdale, BME Strategies
Caeli Tegan Zampach, BME Strategies
Cynthia Baker, BME Strategies
Jamie Goodrich, Canton
Tiffany Zike Benoit, Needham
Trish Fisher, Walpole
Jhana Wallace, Wellesley

Opening

The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:05 AM on October 2nd, 2023.

I. Welcome

Kylee Sullivan made a motion to approve the previous meeting's minutes. Abbie Atkins seconded the motion.

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Vote:

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

II. Training Hub Introduction

Introduction by Kerry Dunnell (Charles River Health District Shared Services & Regional Field Training Hub Manager) and Sam Menard (Lead Trainer - Regional Field Training Hub & Assistant Manager of Shared Services)

Kerry Dunnell and Sam Menard introduced themselves to the coalition and outlined the Training Hub's goals for FY24. They shared their contact information with the group for any training-related inquiries.

III. Announcements

BME shared recently published DPH guidance regarding allowable use of PHE funds to support dissemination of the CHES. BME also reminded the group of the impending Q1 narrative report deadline.

BME also presented a dashboard tool to visually represent FY24 work plan progress, risks, and updates.

IV. Regional Staff Job Descriptions & Hiring Strategy

Regional Position Job Descriptions

BME presented updated draft job descriptions for the Regional Inspector and Regional Public Health Nurse. The group reiterated concerns about proposed salaries, and suggested posting the Regional Inspector position with fewer requirements and an updated title. The group reviewed the proposed scope of work for the Regional Public Health Nurse and expressed interest in making the

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position's responsibilities outside of the Welcome Family program more specific. BME will follow up with the public health nurses from each community to learn more about where they are in most need of support. BME will also convene the hiring subcommittees for each position to further refine the job descriptions before posting.

V. Regional Staff Updates

a. Regional Staff Monthly Summaries

Regional staff members summarized their activities from the previous month. BME presented a template for communities to share feedback about regional staff assistance on a monthly basis.

b. Tick Project Outline

BME shared a health communication proposal from the Regional Epidemiologist about tick borne disease risk. The proposed project consists of educational materials and tick safety kits for distribution at community events, senior centers, schools, and other community spaces. Barbara Reardon made a motion to approve the program and proposed budget if materials can be delivered prior to 10/13. The motion was seconded by Melissa Ranieri.

Vote:

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

The motion passed. BME will follow up on logistics to meet the receiving deadline.

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VI. COVID-19 Grant Spending

BME shared several proposals for COVID grant fund spending including safety vests for community volunteers, COVID test kits, staff training on hoarding and compulsive acquiring, emergency backup power supplies, apparel for MRC volunteers, and health literacy support options for senior community members. Coalition members expressed interest in the specifications for the emergency backup chargers and requested further research into larger power bank options. Barbara Reardon made a motion to approve the purchase of COVID-19 rapid test kits for all 7 communities up to \$38,000 to be delivered before November 17th. Jared Orsini seconded the motion.

Vote:

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

The motion passed.

Caroline Kinsella made a motion to approve purchase of safety vests, hoarding training, MRC apparel and flashlights with COVID-19 funds. Melissa Ranieri seconded the motion.

Vote:

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

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Walpole: Y

Wellesley: Y

Westwood: Y

The motion passed.

VII. MRC Updates

BME shared results from the most recent Personal Preparedness Training survey and reminded the group about the upcoming Whole Community Disaster Planning training. BME has recruited an intern to support MRC work throughout NC-8 communities. BME also reiterated volunteer availability for flu clinics and other community activities throughout the fall.

VIII. Community Updates

No updates were shared by the communities.

IX. Meeting Adjournment

The meeting was adjourned at 1:04 PM. The next coalition meeting is scheduled for Monday, November 6th 11AM-1PM and will be held virtually.

Documents and other exhibits used by the public body during the meeting:

NC-8 October Coalition Meeting Presentation

Regional Inspector Job Description Draft

Regional Public Health Nurse Job Description Draft

Regional Staff Summary_Regional Public Health Associate

Regional Staff Summary_Regional Epidemiologist

NC-8 Local Public Health Coalition Monthly Meeting

October 2023



Agenda

1. Welcome
2. Training Hub Introduction
3. Announcements
4. Regional Staff Job Descriptions & Hiring Strategy
5. Regional Staff Updates
6. COVID-19 Grant Spending
7. MRC Updates
8. Community Updates
9. Adjournment

Welcome!

Training Hub Introduction

Announcements

CHES Allowable Incentive Guidance

- PHE Grantees may expend up to \$2,000 for the following:
 - Limited, nominal value incentives for completing the survey
 - Allowable Incentives (not gift cards or cash) may not exceed a monetary value less than \$5 for survey participants when the survey is completed at a public event that includes survey administration
 - Using staff funded by the PHE budget to administer the survey
 - Using staff funded by the PHE budget to sit with survey takers and talk through any emotions that arise as a result
 - Purchasing technology, such as a tablet to administer the survey
 - Printing flyers/doing a mailing with the survey information and QR code
 - Paying a translator to administer the survey in languages other than English in your community

Announcements

- Q1 Narrative Reports are due October 31st
- Introducing the NC-8 FY24 Dashboard!

NC-8 Local Public Health Coalition

Public Health Excellence Grant	FY24	Q1
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	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Next Steps	Due	Status
Regional Staff Management	SOW			ID PM Software Internal SOPs							Inspectional documentation audit	QI Strategy		Implement ticketing system, finalize first draft of staff SOPs	10/30	On Track
Hire Inspector				JD	Post	Interview & Hire			Onboarding		Regional Food Truck Strategy			Approve & post JD, confirm hiring subcommittee	9/30	Delayed
Hire PHN & Launch Welcome Family				JD/Post		Interview & Hire	Develop NC-8 WF Strategic Plan		Onboarding		Launch NC-8 WF	Build community partnerships		Approve & post JD, confirm hiring subcommittee	9/30	Delayed
Launch FCP & HCP with Relavent	Hardware	Sign contracts	Install & train	Trial inspections		Field use of HCP & FCP				Evaluate regional food code violation data				Finalize municipal contracts with Relavent	8/15	Overdue



Risk	Mitigation	Next Steps	Due	Status
Alignment on JDs	Caeli surveyed community inspectional priorities	Compile survey results, share updated JD; request additional feedback, discuss salary & minimum credentials	9/29	In progress
Liability/legal questions for Relavent contracts	Michael Hicks engaging with individual communities, SSC/RSC following up	Additional round of outreach	9/29	In progress

Budget	Spent	Allocated
\$533,971.62		

Regional Staff Hiring

Session Goals

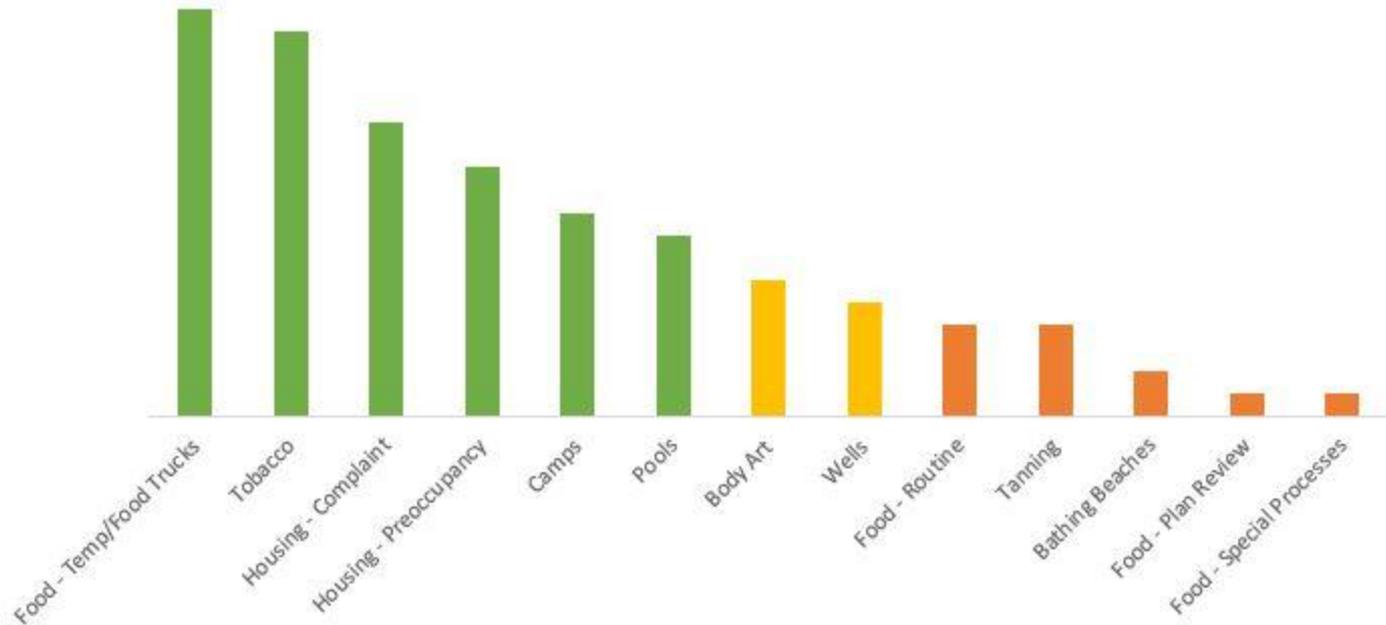
- Revisit regional job descriptions & approve to post
- Approve hiring subcommittees for the Regional Inspector & Regional Public Health Nurse
- Review hiring strategy proposal & draft interview SOP

Job Descriptions - Inspector

- Updated Regional Inspector JD based on results from the Inspectional Priorities Survey
- Salary: initial proposal = \$75,000/year
 - Candidate pool is limited
 - **What is an appropriate range to post for this position that allows for flexibility commensurate with candidate experience?**

Inspection Priorities Survey Results

NC8 Inspection Priorities



Job Descriptions - Public Health Nurse

- Salary range?
- Welcome Family?

Do folks have outstanding questions about this role?

Further thoughts & feedback?

Hiring Subcommittees

Regional Inspector

Abbie Atkins
Barbara Reardon
Kylee Sullivan
Lenny Izzo

Regional Public Health Nurse

Stacey Lane
Jessica Tracy
Melissa Ranieri
Lenny Izzo

Hiring Subcommittees

- Estimated time commitment: ~2 meetings plus candidate interviews
 - Initial convening to workshop & approve interview content
 - Candidate interviews + debrief sessions
 - Variable / dependent upon applicant pool - ideally 3-4 candidates for second round
 - Final meeting to align on hiring recommendation

Hiring Strategy Proposal

Review candidate resumes (BME)
October



Initial phone screen/1st interview (BME)
October-November



Full panel/2nd interview (BME & Subcommittee)
November



Subcommittee recommends final candidate(s) to
coalition for vote and approval
December

Discussion

Regional Staff Updates

COVID-19 Grant Spending

Coalition ideas:

- Safety vests for volunteers
- COVID rapid test kits
- Emergency & disaster response supplies
- Training opportunities
- MHFA training costs
- MRC shirts and other supplies

Safety Vests

Pricing

- \$20 / vest
- \$2.32 / back screen print
- \$6 / vest front transfer
- \$25 setup fee



COVID-19 Rapid Test Kits

iHealth

- \$5/test kit
- 1 pallet
minimum (7,065 tests)
- 1,009 kits per community
- No lead time specified
- **\$35,325 total**

InBios International

- \$7/test kit
- No order minimum
- No lead time specified

Safeware, Inc

- \$9.75/test kit
- \$8.25 for bulk orders
- No minimum specified
- Lead time 3-4 weeks

Emergency Response Supplies: Backup Chargers for Power Outages



Anker Powerhouse 90
Portable Charger for iPhone,
Samsung Galaxy, iPad,
MacBook
\$99



Jackery Explorer Portable
Power Station for Home
Backup & Emergency
\$999



BESTEK Power Inverter AC Car
Inverter with Dual USC Car
Adapter
\$34.74

Staff Training on Hoarding

Agency & Community Training

Center for Hoarding and Cluttering

Live or virtual group sessions available

Series I: Comprehensive training for agencies and communities wanting to establish a collaborative approach to compassionately and effectively address hoarding.

- Hoarding (Part 1): Identifying, Assessing and Addressing - 6 contact hours
- Hoarding (Part 2): Collaborative Community Approaches to Hoarding - 6 contact hours

Series II: Comprehensive training for agencies and communities wanting to prepare and train staff in a *hands-on approach* for working *directly* with individuals to compassionately and effectively address hoarding.

- Hoarding (Part 1): What to Know, Learn and Prepare Before You Work in a Hoarded Home - 6 contact hours
- Hoarding (Part 2): Hands-on Work in the Hoarded Home - 6 contact hours

Tech & Telehealth Literacy Training for senior community members

Candoo Tech

Health Literacy and Telehealth Support for Older Adults

- Virtual learning
- Group training available
- Use case: *group sessions for senior centers, Council of Aging convenings*

Mental Health First Aid

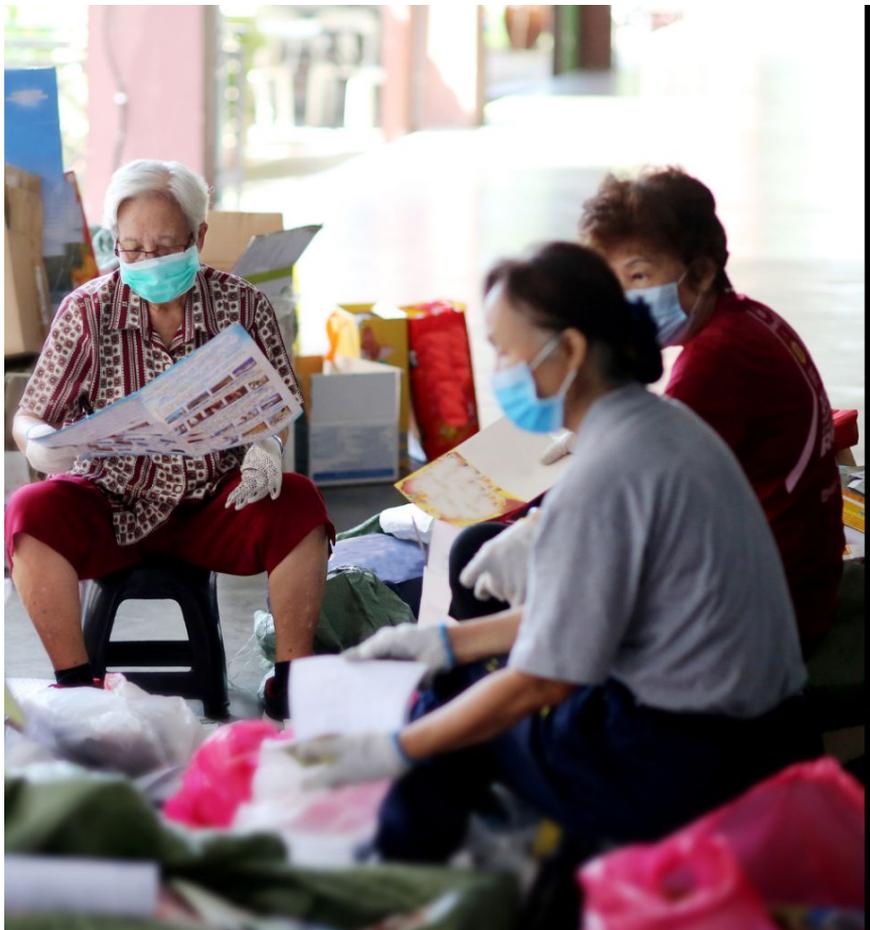


Mental Health FIRST AID

from NATIONAL COUNCIL FOR MENTAL WELLBEING

MRC Updates

- Personal Preparedness Training Recap
- Intern Updates
- Availability for Flu Clinics



WHOLE COMMUNITY DISASTER PLANNING

OCTOBER 18
6 PM - 8 PM

Center at the Heights
300 Hillside Ave
Needham, MA 02494

Norfolk County 8 MRC



Community Updates

Adjournment

Next Meeting:

Monday, November 6th at 11AM (virtual)



NC-8 Regional Inspector

Title: Regional Inspector

Location: Norfolk County 8 - Canton, Dedham, Milton, Norwood, Walpole, Wellesley, Westwood

Caveat: This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

Hours: 35-40 per week

Salary: Grade 3-4, \$30.38/hr-\$39.44/hr

(Salary dependent experience; An additional 5% may be granted for candidates with a related master's degree)

Norfolk County-8 (NC-8) seeks a Regional Inspector to work with the towns of Canton, Dedham, Milton, Norwood, Walpole, Wellesley, and Westwood. NC-8, based out of the town of Norwood, is a dynamic shared public health initiative among the towns. This inspector will be part of a collaborative response to manage and perform essential public health inspections necessary to support healthier communities. This position will provide resources to all seven communities, but be an employee of the Town of Norwood.

Position Purpose:

The Regional Inspector will carry out a variety of Environmental, Community, and Public Health program responsibilities. They will be responsible for the performance of technical and inspectional work to promote and protect the public health of our residents through the enforcement of state and local public health laws and regulations as well as providing public health education.

Essential Functions:

The essential functions or duties listed below 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.

- Enforces state and local public health laws, rules, and regulations including but not limited to food service establishments, housing, swimming pools, recreational camps for children, tobacco retailers, body arts establishments, and private drinking water wells.
- Inspects mobile and temporary food service establishments for compliance with state sanitary code; monitors food establishment test results.
- Conducts housing inspections to ensure properties conform to state sanitary code. Inspects rental units and properties subject to public complaints as part of routine sanitary code enforcement.
- Prepares order letters seeking enforcement of violations. Prepares documents in support of public health hearings and department enforcement actions, hearings, and legal actions as well as presentation of public health rationale for enforcement in court.
- Audit regional inspectional documentation related to Food Protection, Housing, Nuisances, and

Swimming Pools-related backup documentation requested (e.g., Inspection Reports, Corrective Orders, Condemnation Orders, HACCP/School/Frozen Dessert) Inspections to improve record-keeping, administration, and content.

- Collaborate on strategy development of a regional food truck permitting system.
- Contribute to the development of a regional food code violation intervention plan.
- Serves as a public health educator, conducting programming for topics including but not limited to food code, housing code, or recreational camp requirements.
- Maintains knowledge and expertise in relevant areas of public health, housing, and environmental issues in order to maintain required licenses and certifications and changes in pertinent public health laws and regulations as well as enforcement practices.
- Participates in public health programs in the community as required.

Scope and Judgment: In this field-based role, the Regional Inspector will conduct environmental health inspections and evaluations to verify compliance with state and local regulations. Scope of work includes food quality and safety, wastewater treatment, solid and hazardous waste management, air quality, water quality, insect and animal vector control, recreational and institutional facility inspections, consumer health, and occupational health and safety. Following investigation, the Inspector will consult with facility owners/managers to present and discuss findings and determine the appropriate plan of action for abating violations that were cited during the inspection. Primary responsibilities are those related to septic systems and soil evaluation.

Supervision Received: Works under the general supervision of the Regional Staff Coordinator, and the general administrative direction of the Director, Public Health Department Town of Norwood and the NC-8 Advisory Board in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and town bylaws, state, and federal regulations.

Minimum Entrance Requirements

Education, Training, and Experience:

Bachelor's Degree in environmental science, public health, or a related field; and one to three (1-3) years' experience in a related field; or any equivalent combination of education and experience.

Special Requirements:

Valid Class D motor vehicle driver's license.

Special Requirements within 1 year of hiring:

Certified Pool Operator (CPO), Lead Determinator, ServSafe, Housing Inspection training. Certified maintenance of continuing education credits (CEUs) is required for ongoing recertification of all required credentials.

Special Requirements within 3 years of hiring:

Registered Sanitarian (RS) or equivalent.

Knowledge, Ability, and Skills

Knowledge: Thorough knowledge of state environmental code, food service regulations, and all other laws, rules, and regulations pertaining to public health and sanitation. Thorough knowledge of State septic system guidelines; working knowledge of current inspection and control procedures.

Ability: Ability to meet and work with municipal colleagues and the public effectively and

appropriately; demonstrated ability to interact professionally with culturally diverse individuals. Ability to effectively handle problems in the field and during emergencies; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to establish and maintain effective working relationships with municipal employees, Town officials, state regulatory agencies and members of the public. Ability to manage multiple tasks in a detailed and organized manner. Ability to enforce laws and regulations in an impartial manner and consistent manner. Must be capable of working independently, taking initiative, and collaborating effectively with stakeholders and colleagues.

Skill: Excellent organizational skills; Intermediate or higher-level skill in Microsoft Office suite; proficient oral and written communication skills. Communication skills, including but not limited to comfort speaking languages other than English, or using translation services to communicate with community members.

Physical Requirements:

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

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting objects and carrying them. There also may be a need for the employee to stretch and reach in order to retrieve materials.

Motor Skills: Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting papers, or operating a motor vehicle.

Visual Skills: Position requires routine reading of documents and reports for understanding. The employee is required to determine color differences.

We are made up of people with different strengths, experiences, and backgrounds. Diversity not only includes race and gender identity but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

Qualified individuals should send a completed resume and cover letter to hire@bme-strategies.com.



Title: Regional Public Health Nurse

Location: Norfolk County 8 - Canton, Dedham, Milton, Norwood, Walpole, Wellesley, Westwood

Caveat: This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

Hours: 35-40 per week

Salary: \$80,000-85,000 annually

Norfolk County-8 (NC-8) seeks a Regional Public Health Nurse to work with the towns of Canton, Dedham, Milton, Norwood, Walpole, Wellesley, and Westwood. NC-8, based out of the town of Norwood, is a dynamic shared public health initiative among the towns. This public health nurse will be part of a collaborative response to manage and perform essential public health services necessary to support healthier communities. This position will provide resources to all seven communities, but be an employee of the Town of Dedham.

Position Purpose

This position is responsible for administering and implementing NC-8's public health nursing functions including but not limited to implementing Welcome Family programming, coordinating childhood vaccination protocols, and administering immunizations throughout the communities of the regional collaborative. Additional duties may include: conducting communicable disease investigations; assessing needs, planning and implementing interventions to support the health of residents; participating in public health clinics and educational programs; participating in and directing population health-focused emergency preparedness.

Essential Functions

The essential functions or duties listed below 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.

- Develops, plans, and administers the public health nursing programs for the NC-8 Collaborative;
- Serves as key coordinator and point of contact for the launch of Welcome Family throughout NC-8 communities;
- Assists in marketing and outreach activities to inform and promote the Welcome Family program among NC-8 families and community stakeholders;
- Coordinates and conducts visits at Welcome Family recipients' homes or a mutually agreed upon location, using the Welcome Family Assessment tool to complete screenings for clinical

*Dedham, Massachusetts
Public Health Nurse – Board of Health*

assessment, unmet health needs, maternal and infant nutrition, substance use, emotional health, and domestic violence;

- Provides screening, brief intervention, and education to all families, regardless of perceived risk or need;
- Offers referrals to services for caregivers with an identified need, including MA MIECHV-funded home visiting programs and other community resources. Ensure referral options are available and offered to families with varying levels of need;
- Participates in the Welcome Family Learning Collaborative;
- Participates in an annual Welcome Family site visit with DPH;
- Plans, coordinates, and administers clinics such as influenza and others;
- Establish relationships with school nurses to increase compliance and access to childhood immunizations;
- Create regional SOPs for childhood vaccination;
- Orders and maintains adequate supplies of vaccines for residents and coordinates reallocation of MDPH-supplied vaccines with local eligible providers and the MDPH;
- Dispenses vaccines, monitors related storage requirements, and maintains distribution records and usage of vaccines according to State regulations;
- Attends Coalition meetings with the NC-8 Advisory Committee and upon request represents the Committee at various Town and community meetings and events;
- Participates in Massachusetts Immunization Information System (MIIS), and enters immunizations data in a timely manner;
- Complies with all departmental and state protocols including proper storage and disposal of medical supplies and waste;
- Provides regular service reports for NC-8 Coalition, DPH, and individual coalition communities as needed;
- Identifies social determinants of health and population health needs of the community; identifies vulnerable populations and plans and implements relevant interventions;
- Plans, develops, and conducts community education programs, and health fairs;
- Assists with planning and coordination of vaccine clinics, including volunteer recruitment and training;
- Collaborates with community, regional, and statewide resources to meet the health needs of the population;
- Works well in a team environment with Health Department and regional colleagues;
- Serves on employee, local, and regional committees as necessary;
- Maintains training credentials, certifications and attains CEUs as required;
- Knowledgeable and remains current on HIPAA laws;
- Provides backup coverage for other professional staff as needed, including inspectional services or office coverage;
- Performs surveillance and data collection of all reportable communicable diseases and maintains records and files case investigations to the Massachusetts Department of Public Health (MDPH);
- Utilizes the state-wide MAVEN system to report surveillance data of communicable diseases;
- Assists with regional Tuberculosis surveillance. Able to perform TB testing as needed;
- Provides camp inspection support, such as immunization verification, as needed to town inspectors;
- Performs similar or related work as required, directed, or as situations dictate.

Supervision

Supervision Scope: Exercises independent judgment and initiative in the planning, administration, and execution of public health services. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

Supervision Received: Works under the general supervision of the Dedham Public Health Nurse and Regional Staff Coordinator, and under the general administrative direction of the NC-8 Coalition Advisory Board and Dedham Director of Public Health, and in accordance with applicable provisions of the Massachusetts General Laws and Board of Health regulations. Employee functions independently, referring specific problems to supervisor only when clarification or interpretation of policies or procedures is required.

Supervision Given: Periodically supervises seasonal personnel and volunteers, such as nursing students or MA Responds volunteers.

Judgment

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Complexity

The work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; collecting, collating, and analyzing data; assessing services and implementing and evaluating evidenced-based interventions.

Nature and Purpose of Contacts

Relationships are constantly with co-workers, vendors, the public, groups, and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including the Welcome Family program, procedures, and policies; health education, emergency preparedness, and departmental regulations, or guidelines.

Confidentiality

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

Knowledge, Ability & Skill

Knowledge: Comprehensive knowledge of the practices and administration of public health. Strong background in and knowledge of maternal and child health, infant care, breastfeeding, and postpartum

care. Extensive knowledge of public health-related fields such as epidemiology, communicable disease prevention, and environmental health. Errors could endanger public health and have legal repercussions.

Ability: Must be able to work independently. Ability to analyze and make independent clinical decisions. The ability to handle emergency situations, remain calm and concentrate, and perform all responsibilities competently at all times. Able to communicate effectively and efficiently verbally and in writing at all times. Ability to develop comprehensive understanding of the state sanitary codes. Able to coordinate immunization clinics and perform general emergency preparedness planning duties. Ability to develop extensive knowledge of the applicable state and local laws and regulations relative to environmental and public health.

Skill: Excellent nursing skills. Strong planning and organizational skills. Cultural sensitivity and humility. Trauma-informed care, reflective practice, and interviewing skills. Excellent employee relations and customer service skills. Proficient computer skills. Strong written and oral skills. Communication skills, including but not limited to comfort speaking languages other than English, or using translation services to communicate with patients.

Minimum Entrance Requirements

Education, Training & Experience

- Licensed by the Massachusetts Board of Registration, Division of Professional Licensure with either:
 - Bachelor's degree in nursing from an accredited program, with at least 3 years of clinical experience in prenatal, newborn, infancy, or maternal services; or
 - Master of Science degree in nursing in maternal and child health, family health, community health, or related specialty, and 2 years of clinical experience in prenatal, newborn, infancy, or maternal services.
- The ability to speak the language(s) prevalent in the communities is preferred.

Special Requirements:

Valid Class D motor vehicle driver's license.

Required after hire

- MAVEN trained within 6 months
- Local Public Health Training Institute Foundations Course within one year of hire

Recommended

- Massachusetts Association of Public Health Nurses Membership

Physical Requirements

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

Regularly required to walk, stand, sit, talk, and hear; use fingers to handle or feel; climb or balance; stoop, kneel, crouch, or crawl; reach with hands or arms; taste or smell. Ability to view computer screens and

work with details for extended periods. May move objects weighing up to 30 pounds, usually less. Must be able to communicate.

Work Environment

The work is performed in an office environment, clinics, private residences, and indoor and outdoor community settings.

Work is generally performed under varying office and clinic conditions; some risk of exposure to disagreeable environments; potential exposure to communicable, infectious diseases when working with clients, and potential exposure to new chemical or bioterrorist agents. Case management of TB cases as needed.

The employee operates standard office equipment, including a computer; operates various types of medical equipment; and operates an automobile.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

We are made up of people with different strengths, experiences, and backgrounds. Diversity not only includes race and gender identity but also age, disability status, veteran status, sexual orientation, religion, and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

To Submit: Qualified individuals should send a completed resume and cover letter to [hiring@bmestrategies.com](mailto: hiring@bmestrategies.com).

MONTHLY SUMMARY

Rachel Brase
Regional Epidemiologist

MONTH:

September 2023

GENERAL SUMMARY

Refugee Resource Spreadsheet for Dedham; Weekly Regional Epi meetings; Safe Cannabis Storage Pamphlet for Dedham and Norwood; Regional Project on “Health and Safety for Leaf Season”; Regional Project “Data Menu”; Regional Project “Public Health Prioritization”

MAVEN COVERAGE

Provided coverage for Milton, Norwood, and Dedham

INFOGRAPHICS

Lyme disease
Mosquito prevention

LEARNING HIGHLIGHTS

There are high rates of Congenital Chlamydia in MA

DATA ANALYSES

Lyme disease analyses for Westwood and Dedham

NOTES

MONTHLY SUMMARY

Kerry MacKay
Public Health Associate

MONTH:

September 2023

GENERAL SUMMARY

Flu clinics in Norwood & Dedham coming up, social media posts for mental health awareness, inspections, etc.

INSPECTIONS

Reviewing tobacco in preparation to do Walpole, Westwood, & Dedham tobacco checks, occasional housing

INFOGRAPHICS

COVID-19
Rodent chart

LEARNING HIGHLIGHTS

AD HOC ASSIGNMENTS

Assisting with MHAT grant in about two weeks at the schools

NOTES