

Norfolk County-8 Coalition

September 11, 2023 Meeting Minutes



Time: 11:00 am – 1:00 pm
Meeting Location In person: 50 Carby Street, Westwood MA 02090 Zoom: https://us06web.zoom.us/j/88087816985

Attendance Roll Call

Voting members present:

Barbara Reardon, Canton
Kylee Sullivan, Dedham
Caroline Kinsella, Milton
Stacey Lane, Norwood
Trish Fisher, Walpole
Leonard Izzo, Wellesley
Jared Orsini, Westwood

Non-voting members present:

Angie Truesdale, BME Strategies
Caeli Tegan Zampach, BME Strategies
Cynthia Baker, BME Strategies
Emily Conners, Milton
Abbie Atkins, Norwood
Jhana Wallace, Wellesley

Opening

The regular meeting of the NC-8 Local Public Health Coalition was called to order by Cynthia Baker at 11:09 AM on September 11, 2023.

I. Welcome

a. Introductions

- Angie Truesdale

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- Emily Conners

II. Announcements

a. Community Health Equity Initiative Survey

The survey is live and will be available through October 2023, with the possibility of further extension. The survey is available in 11 languages and will be released in American Sign Language. DPH is pulling data each week and sharing with the fiscal leads of each PHE collaborative. The group discussed how communities are currently promoting it.

Open Meeting Law Updates

BME created an OML guide for PHE groups based on updated info from MAHB. This will be shared out with the meeting minutes for coalition members to reference. It was clarified that individual communities would need to post information about their participation in NC-8 and include the regional website URL once the coalition adopts the site as their alternative meeting notice. BME will share language for each community to use on their town website.

III. FY24 Fiscal Overview

The coalition reviewed confirmed FY24 budgets from PHE, COVID-19 contact tracing, and MRC-related grants using the attached presentation. BME summarized each grant in turn with coalition members asking questions periodically. The group discussed opportunities for use of unallocated funds. Coalition members expressed interest in researching regional hoarding and health literacy training for staff, as well as translation and interpretation services in light of the emerging needs of newly arrived families.

The group reviewed a funding request for Accutrend test strips from the public health nurses in Canton. Lenny Izzo made the motion to approve Canton's purchase request. Kylee Sullivan seconded the motion.

Vote:

Canton: Y

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Dedham: Y
Milton: Y
Norwood: Y
Walpole: Y
Wellesley: Y
Westwood: Y

The motion was seconded and passed.

IV. FY24 Work Plan Deliverables: Next Steps

a. Regional Position Job Descriptions

BME presented draft job descriptions for a Regional Inspector and Regional Public Health Nurse. Questions were posed about the feasibility of hiring a qualified inspector at the proposed pay grade given the candidate pool. BME will send out a poll to determine which competencies and types of support each community would seek in the regional inspector position. The group also agreed to review both job descriptions independently and provide additional feedback by 9/18.

b. Regional Staff

BME reviewed the results of the regional staff survey. The survey highlighted how regional staff are currently being utilized which includes MAVEN coverage, inspections, and infographic creation. Regional staff's willingness to help emerged as a key theme. Respondents reported high levels of communication and an interest in increased transparency and cohesive regional programming. BME shared plans to further streamline the requesting process for regional staff assistance, and to begin regular reporting on monthly regional staff tasks and time allocation.

V. NC-8 Website Review

a. Coalition Website

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Minutes



BME presented the unpublished website to the coalition. Areas for further improvement after launch were identified, including updated headshots and information for coalition staff. Motion to adopt the NC-8 website as the alternative posting method for meeting notices complying with 940 CMR 29.03(3) was made by Lenny Izzo. Barbara Reardon seconded the motion.

Vote:

Canton: Y

Dedham: Y

Milton: Y

Norwood: Y

Walpole: Y

Wellesley: Y

Westwood: Y

The motion passed. BME will finalize website publication and send the alternative meeting notice request to the Attorney General's office.

VI. MRC Updates

BME shared upcoming MRC regional training information and plans to purchase promotional materials and badging supplies. The coalition was reminded to utilize MA Responds for upcoming flu clinics.

VII. Community Updates

The coalition discussed housing and zoning law complaint jurisdiction, the challenges of monitoring community TB cases, and inspectional challenges related to Swimply and kid's camps.

VIII. Meeting Adjournment

The meeting was adjourned at 12:59 PM. The next coalition meeting is scheduled for Monday, October 2nd 11AM-1PM and will be held virtually.

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

OML Guide

Required OML Language for Town Websites

FY24 Fiscal Overview Presentation

NC-8 Regional Inspector Job Description Draft

NC-8 Regional Public Health Nurse Job Description Draft

Open Meeting Law FAQ for PHE Groups

Public Health Excellence (PHE) collaborative groups that have adopted an IMA or MOU are considered public bodies, and are therefore subject to provisions of open meeting law (OML).

1. What constitutes a meeting that would be subject to OML?

- Any convening in which deliberation among a quorum (usually a simple majority) of the PHE group's governance board members takes place.

2. What should PHE groups do to comply with OML?

- Post notice of every meeting at least 48 hours in advance, and include: *meeting date, time, place, and a list of topics* the chair reasonably anticipates will be discussed at said meeting.
- Take and keep minutes for each meeting:
 - Meeting minutes become public record.
 - Meeting minutes must be posted within 30 days of the meeting, or within the next 3 public body meetings, whichever is the longer interval.
 - Any documents and exhibits shared in the meeting must be included with the minutes.

3. How should PHE groups post their meeting notice?

- Meeting notices must be filed and posted in each of the participating municipalities in accordance with their current processes, **OR**
- Meeting notices may be posted on *the regional or district public body's website*, if the collaborative adopts by majority vote to adopt this method and apply for approval from the Attorney General's Office.

4. How does a PHE group adopt an alternative meeting notice?

- At a posted meeting of the collaborative, take a vote *on adoption of posting methods complying with 940 CMR 29.03(3)*.
- Make the appropriate motion at said meeting to adopt the procedures stated.
- If the body adopts the procedure, the Shared Services Coordinator, through the municipal clerk of the host community, sends written notice informing the Office of Open Government of the adopted alternative method.
- If the elected alternative method is a website, the web address/url must be referenced in the notice.
- Each of the participating municipalities must also post the name of the PHE collaborative and the web address/url of the alternative posting method with instructions detailing how to find the posting.

4. Are there exceptions to OML?

Yes - below are three exceptions to OML:

1. A quorum of the governance board attends a private or public social event, but does not deliberate.
2. A quorum of the governance board attends a conference or training, but does not deliberate.
3. Meetings with less than a quorum of the governance board as long as communications among the members together do not constitute communication among a quorum of the board.

5. What about emails?

- Email communication regarding agendas and scheduling are not subject to open meeting law.

- However, any serial communication (via email) amongst a quorum of governance body members can be considered deliberation.
 - Topics for open discussion will have to wait for a meeting, either virtually or in person.

6. How can we preserve open dialogue and exchange within our PHE collaborative while still complying with OML?

- PHE groups can take cues from their health department operations. Shared staff and PHE collaborators should feel comfortable running daily operations and meetings outside governance board meetings as any other municipal department would - as long as deliberations associated with governing board work are not held.
- To discuss certain topics of a sensitive or legal nature, PHE groups can enter an executive session during a scheduled meeting in which to deliberate without public participation. A complete list of appropriate matters to discuss in an executive session can be found in the [Attorney General's Open Meeting Law Guide \(2018\)](#).
 - Minutes must still be kept for executive sessions, though they are not required to be posted for public access.
 - Before entering an executive session, the governance body must specify whether the meeting will reconvene in open session or not.
- The most important thing to remember is that any decisions taken by the PHE collaborative must be deliberated and voted on during open meetings.
 - Governance board members can still participate in informal discussions without a quorum.

Individual Community Website Advisory Language

[*Insert community name here*] is a member of the Norfolk County 8 (NC-8), a public health excellence shared services group comprising the Boards of Health and Health Departments in Canton, Dedham, Milton, Norwood, Walpole, Wellesley and Westwood, Massachusetts. NC-8's purpose is to strengthen and promote public health across its participating communities.

During its monthly meetings, NC-8 implements regional programming, shares information and resources, develops policies, and manages shared services. The coalition also works together on public health initiatives including, but not limited to, substance misuse prevention, mental health, inspectional services, and health education programming.

NC-8 meetings are generally held at 11 a.m. on the first Monday of every month via Zoom. Meeting information, including agendas and minutes, are posted on the coalition website (<https://www.nc8coalition.com>).



NC8 FINANCIAL REVIEW

NC8 FY24 Funding

PHE

**Total:
\$533,971.62**

Funds must be spent
within fiscal year or sent
back to DPH

COVID-19 Contact Tracing

**Total:
\$439,862.55**

Final year of COVID-19
funding
Unclear whether rollover
requests are permitted
for FY25

MRC

**Total:
\$24,000**

Routine PHEP award for
unit coordination and
management

FY24 PHE

\$533,971.62



Staff Salaries

Inspector	\$37,500
Public Health Nurse	\$42,500
Epidemiologist	34,911
Fringe	34,473.30



Services

Consultant	\$165,000
Health Communication	\$26,491.58
Travel	\$14,000
Training/ Credentialing	\$15,000



Supplies

Inspection Supplies	\$10,000
Nursing Supplies	\$15,000
Hardware	\$8,000
Software	\$49,000

Admin - \$80,095.74

PHE Unallowable Expenses

Food

Gift Cards & Incentives
not including CHEI initiatives

Vaccine

Vehicle Purchase

Capital Expenses

Out-of-State Travel

Academic Programs

Public Training

Accreditation Fees

FY24 COVID-19

\$439,862.65

\$139,862.65 rolled over from FY23
\$300,000 newly allocated for FY24



Allocated

Public Health Associate	\$58,322.50
Epidemiologist	\$49,821
Fringe	\$32,443.05



Available

\$254,290

Admin - \$45,000

COVID-19 Spending Scope



Infectious disease
case investigation

Reporting on infectious
disease investigation

Analysis of regional
infectious disease data

Maintenance of staff proficiency
& training in MAVEN

Control measure support for clusters in
high priority settings

Support for individuals with expressed challenges
observing quarantine or isolation instructions
such as coordination with childcare, social services,
transportation, housing, mental health, or nutritional support

Support for local public health core activities
if all prior service elements are met

FY24 MRC

\$24,000 + additional grants



PHEP

Coordination	\$24,000
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ORA

Coordination	\$5,544.24
Supplies	\$4,455.76



RISE

Additional Payment	\$17,500
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SPENDING IDEAS

PHE	COVID-19	Both
Design software for health infographics	Community health training series	Translation and interpretive services
Community Health Equity Initiative Survey Promotion	Seasonal flu & COVID-19 clinic administrative support (excluding vaccines)	Nursing supplies (excluding vaccines)
<i>Other ideas?</i>	SME or consultant for special projects	<i>Other ideas?</i>
	Community programs for isolated/quarantined individuals in need of support (ex., grocery or mutual aid funds, community fridges)	



Discussion



Are there areas of need in your community that these grants could help support (within scope)?



What, if any, barriers exist to spending that we can address?





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 4, FY24 range \$34.19/hr - \$36.20/hr

(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, nuisances (air, odor, trash, noise, etc.), tanning, swimming pools, bathing beaches, recreational camps for children, lodging houses, group homes, tobacco retailers, body arts establishments, bodywork establishments, marijuana retailers, lead paint, keepers of animals, and private drinking water wells.
- 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.
- Inspects food service establishments and retail stores for compliance with state sanitary code; monitors food establishment test results. Conducts food establishment complaints and food-borne

illness investigations, contacts state officials, and consults with physicians and lawyers; submits required reports and final analyses to appropriate state and local departments or agencies.

- Performs comprehensive plan reviews for food establishments prior to opening, for renovations, or for change of ownership.
- Performs plan reviews and inspections for all new construction and renovations of swimming pools.
- 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.
- Plans and conducts health and environmental investigations, including collecting recreational water samples for bacterial analysis. Initiates remedial and enforcement procedures as necessary.
- 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.
- 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 food service seminars, swimming pool seminars, and rabies awareness seminars in schools.
- 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.
- Assists and participates in the organization and development of the department's emergency preparedness programs.
- 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 18 months of hiring:

Registered Sanitarian (RS) or equivalent, Certified Pool Operator (CPO), Soil Evaluator, Lead

Determinator, and ServSafe; Housing Inspection training. Certified maintenance of continuing education credits (CEUs) is required for ongoing recertification of all required credentials.

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 hiring@bmestrategies.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: \$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).