



TOWN OF DIGHTON
BOARD OF HEALTH
979 SOMERSET AVENUE
DIGHTON, MA 02715

TOWN NURSE JOB DESCRIPTION

Position: Town Nurse
Department: Board of Health
Appointing Authority: Board of Selectmen
Works Under the Direction of: Board of Health
Salary/Hourly Rate: \$35.00/hour per diem
Location: Old Town Hall
Affiliation: Non-Union
Benefitted Position: No

GENERAL PURPOSE

Performs nursing duties in an effort to maintain the public safety of Dighton residents.

SUPERVISION RECEIVED

Works as a private contractor under the supervision of the Dighton Board of Health.

SUPERVISION EXERCISED

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews all medical correspondence and follow-up communicable disease reports
- Applies for grants for the Town of Dighton, as necessary
- Provides public immunization clinics
- Works in collaboration with the COA at various monthly Wellness/Prevention Programs, to include Blood Pressure and Glucose Screenings, and assists Dighton elderly as needed
- Assists Dighton Public Safety Workers in updating and maintaining all materials and trainings for EDS
- Reports and communicates all communicable diseases using State MAVEN site. Obtain and maintain training and updates on MAVEN site
- Maintains doctors' orders as needed
- Attends quarterly Public Health Meetings as needed
- Informs Board of Selectmen and Finance Committee of community needs
- Provides Health Fairs/Public Health Seminars/Newspaper articles, as needed

PERIPHERAL DUTIES

Serves on various committees as assigned by the Board of Health

DESIRED MINIMUM QUALIFICATIONS