



## CITY OF MELROSE Human Resources Department

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Please send cover letter and resume to Matt Travers, Human Resources, via [mtravers@cityofmelrose.org](mailto:mtravers@cityofmelrose.org) by June 4<sup>th</sup>, 2025.

**Title:** Regional Public Health Nurse  
**Department:** Health & Human Services  
**Supervisor:** Shared Services Coordinator  
**Status:** Full-time (35 hrs/wk), benefits eligible, non-union  
Salary range \$73,000-\$77,000

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### Summary:

The City of Melrose Health and Human Services department, in collaboration with Mystic Valley Shared Public Health Coalition, is looking to hire a Regional Public Health Nurse to support the cities of Malden, Medford, Melrose, and the towns of Stoneham, Wakefield, and Winchester. They will provide clinical support, health education, and programming that supports the Foundational Public Health Services across the shared service arrangement. **This position is grant-funded through the Public Health Excellence grant and is contingent upon funding and operational needs.**

### Responsibilities

*The essential duties and responsibilities listed below are intended only as illustrations of the various types of responsibilities that may be required. The omission of specific statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Uses the Massachusetts Virtual Epidemiologic Network (MAVEN) to conduct communicable disease investigations including tuberculosis case investigations and direct observed therapy (DOT).
- Administers vaccines, including school-required vaccines, and performs routine hearing, visual, and blood pressure clinics.
- Complies with all departmental and state protocols, including proper storage, handling, and disposal of vaccines and other medical supplies.
- Keeps and maintains records and information in a confidential manner and in accordance with state regulations and laws.
- Collaborate with other municipal departments, colleagues, and community organizations (ex. Councils on Aging, Substance Use, Public Safety) to plan and implement public health initiatives targeting vulnerable populations including youth, other adults, and residents with diverse language needs.
- Develop programs to support foundational public health services, such as maternal & child health programs.
- Collaborate with the Mystic Valley Public Health Coalition team on community health assessments and population health needs assessments.
- Maintains knowledge of current developments in public health nursing; attends relevant seminars and workshops.

- Complies with all departmental and State protocols, including proper storage and disposal of medical supplies and waste.
- Provides home visits to community members as requested and needed.
- Assists with emergency preparedness efforts and works with the Medical Reserve Corp (MRC) as needed.
- Performs other related job duties as required.

### **Qualifications**

- Valid MA Registered Nurse (RN) license.
- Bachelor of Science in Nursing Degree (BSN).
- At least 2 years of clinical and/or community nursing experience.
- Current CPR Certification.
- Valid Class D Motor Vehicle Driver's license and personal vehicle required.
- Bi-lingual a plus, Haitian Creole, Chinese, Portuguese, or Spanish preferred.
- Experience vaccinating people of all ages, including children and elderly populations preferred.
- Experience with Massachusetts Virtual Epidemiologic Network (MAVEN) and Massachusetts Immunization Information System (MIIS) desirable.
- Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities.
- Excellent communication and interpersonal skills; demonstrated experience providing customer service to the public using tact, compassion, proper judgment, courtesy, respect, and maintenance of confidentiality.
- Commitment to the role of public health in promoting racial justice and health equity.
- Ability to function independently.
- General understanding of grant work.
- Literacy in computer software including Microsoft Word, Outlook, PowerPoint, and Excel.
- Strong organizational skills and ability to prioritize and to multi-task.

### **Required After Hire**

- MAVEN training within 2 months of hire.
- Foundations for Local Public Health Practice course within 1 year of hire.

### **Physical Demands:**

While performing this job, the employee must be able to drive a vehicle, remain stationary, and move throughout municipal buildings and offices. The employee is required to position themselves to administer vaccines, operate various medical equipment, and operate a laptop and other office equipment. Off-site locations may include meeting spaces, schools, clinicians' offices, hospitals, and homes of patients/clients. The employee will frequently communicate with colleagues and residents and must be able to exchange accurate information in these situations. The employee may need to move objects up to 15 pounds for various program or event needs. Visual demands require regularly reading documents, including handwriting and forms, for general understanding and analytical purposes; observing physical conditions of and administering nursing care to patients; inspecting surroundings and fine details to assess conditions of materials and equipment; reading small numbers and marks on medical equipment; and reviewing detailed information displayed on a computer screen.

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**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.**

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***The City of Melrose, MA is an Equal Opportunity Employer. Diverse candidates are encouraged to apply.  
No Residency Requirement.***

*In the City of Melrose we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions & services for our community. The City embraces and encourages all qualified candidates to apply.*