

1. Agenda

Documents:

[2022.01.12\\_BOH\\_AGENDA.PDF](#)

2. Meeting Materials

Documents:

[NURSE\\_AHD\\_OUTREACH\\_COODINATOR\\_JD\\_011222.PDF](#)

**Town of Southborough, MA**  
**Meeting of the Board of Health**

**Wednesday, January 12, 2022 at 9:00 AM**  
**Virtual Meeting Room**

**Agenda**

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

This meeting may be watched or residents may participate in the meeting remotely with the meeting link at: <https://www.southboroughtown.com/remotemeetings>

**Business Item (Board may vote):**

1. Joint meeting with Personnel Board to discuss new job title/description for Nurse/Assistant Health Director/Outreach Coordinator

Chelsea Malinowski, Dr. Safdar Medina, Nancy Sacco



## Position Description

<b>Job Title</b>	Nurse/Assistant Health Director/Outreach Coordinator
<b>Department</b>	Health Department
<b>Employment Status</b>	Full-Time
<b>Exempt/Non Exempt Status</b>	Non-exempt

### Scope of Work

This position promotes health and the prevention of disease in the community of Southborough. The employee shall use a variety of nursing services, communication methods, education, infectious disease controls to respond to and prevent public health risks. Acts in the capacity of the Health Director when they are unavailable.

### Supervision

<b>Received</b>	Health Director
<b>Exercised</b>	Contracted Nursing Personnel

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs disease surveillance, investigation and documentation per the State Department of Public Health's 105 CMR 300.100 – 300.200.
- Coordinates and conducts regional and local health related clinics such as flu and COVID vaccines, including but not limited to scheduling staffing (volunteers and paid employees), ordering vaccine, setting up scheduling for patients receiving the vaccine, billing/reporting to the state on administration, etc. Performs public outreach and answers questions related to vaccine clinics.
- Develop policies and procedures for all protocols followed by the department using state guidelines.
- Spearhead a project to digitize records in the health department to include lifelong and time sensitive records within HIPAA compliance.
- Investigate communicable diseases including contact tracing. Perform functions to ensure no widespread public health risk or spread.

- Oversee any outsourced nurses for a variety of functions including but not limited to surge contract tracing, vaccinations, etc.
- Develop education material for the public distribution including social media, health fairs, school network (public and private).
- Establish and maintain social media accounts for public health information access including but not limited to Facebook, Twitter town updates, town website updates
- Work with employees of Greater Boroughs to develop programs to benefit seniors, families, employees on topics like food borne illnesses, hygiene, hoarding, blood pressure, diabetes, nutrition, etc.
- Collaborate with the schools (private and public) on areas such as wellness, mental health, etc.
- Participate and contribute to the Emergency Preparedness and Response Planning including active participation within Region 4AB and keeping up to date with drills and training
- Collaborate with MRC/CERT on initiatives in town
- Make residential home bound visits as necessary for vaccinations
- Act as a resource for residents on questions regarding public health
- Coordinate with Senior Center on senior citizens public health needs
- Develop Community Outreach Program in collaboration with town departments, boards and committees, and stakeholders to attain public health goals
- Develop tracking mechanism to maintain records
- Continue to respond to the COVID-19 pandemic in coordination with the Town Administrator, schools, and Board of Health
- Attend public meetings as needed
- Enforce state and local public health laws and rules and regulations
- Respond to inquiries from the general public, employees, and businesses
- Provide updates on local public health from outside agencies (Southborough Access Media, My Southborough, etc.)
- Provide educational materials to public places in town (posters, flyers, etc.) on public health risks and prevention
- Interface with state public health agencies (MHOA, MAPHN) and keep up with membership to understand state-wide risks and issues
- Develop relationships with community groups including but not limited to daycares, preschools, local businesses for education and information around public health
- Provide public health guidance to school district and Medical Advisory Team (MAT) on public health matters

## **Other Job Functions**

- Performs related duties as assigned.

## **Requirements of Work**

Must be a Registered Nurse under the Massachusetts Board of Registration in Nursing with at least five (5) years experience as an R.N. Must have the ability to follow through,

<p>collect and organize information in a concise and reportable manner, with regard to HIPAA guidelines. Requires a minimum of a Bachelor's degree in Nursing.</p>	
<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Medical disease processes</li> <li>• Infectious disease precautions and protocols</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Manage multiple projects with time related constraints in a fast-paced environment.</li> <li>• Establish and maintain cooperative relationships with town officials, employees, community partners and residents</li> <li>• Organize programs and clinics quickly</li> <li>• Effectively communicate and access the necessary resources available to meet the Massachusetts Department of Public Health's requirements</li> <li>• Recognize needs and services for vulnerable residents</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Must be well organized, an effective communicator at multiple levels</li> <li>• Must have strong clinical and patient assessment skills, be well organized and excel at problem solving</li> <li>• Must be able to multi-task and be able to handle high volume of resident inquiries at times</li> <li>• Must be flexible and adapt to changing conditions easily given the nature of the department</li> <li>• Must be proficient with computers and software systems to set-up and execute programs quickly, i.e. clinic platforms</li> <li>• Excellent customer service and community relations</li> <li>• High level of integrity and accountability</li> </ul>
<p><b>Necessary Special Requirements</b></p>	
<p>Current drivers license</p>	
<p><b>Physical Demands</b></p>	
<p>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.</p> <ul style="list-style-type: none"> <li>• Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.</li> <li>• While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.</li> <li>• The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.</li> </ul>	

- The employee is occasionally exposed to unpleasant conditions, such as heat, cold; dim or bright lights, dust, and noise.
- The employee must occasionally lift and/or move up to 50 pounds.

*Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local*