TOWN OF HARWICH

JOB POSTING

UNION: Harwich Employees Association

POSITION: Town Nurse-per diem

GRADE: 11

PAY GRADE: $33.32-41.37 / hour

CATEGORY: Part time/per diem (0-19 hours/week, non-benefitted)

**Summary**

Provides comprehensive nursing assessment to COA clients upon referral from physicians or other community healthcare providers.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustration 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)*

1. Perform comprehensive nursing assessment, including: physiological, psychological, environmental factors, and health history.
2. Consult with MD, family, and others involved care providers to clarify and complete assessment.
3. Conduct periodic home visits to each client on case load.
4. Develop a Plan of Care for each patient.
5. Maintain a Patient Care Log of each client tracking goals, noting adjustments based on observation, vital signs, patient interaction and communication.
6. Conduct weekly walk in wellness clinic.
7. Participate in weekly COA team meetings, which assess staff services and participation with patients.
8. Coordinate with Director of Board of Health for Flu Clinic and Vaccine distribution to homebound and schools when applicable.
9. Obtain MD orders for necessary care delivery.
10. Complete required paper work on a timely basis.
11. Coordinate work with per diem nurses and services.
12. Represent the Town and COA in a professional manner, complying with agency, Town, County, and State policy and procedures.
13. Provide COA staff and community training through staff meetings, seminars and media presentations.

**Supervision**

Works under the general direction of the Executive Director of the Council on Aging (COA) and provides direct supervision to per diem nursing staff.

**Recommended Minimum Qualifications**

**Education and Experience**

The incumbent should be a graduate of an approved school of nursing and currently licensed as a Registered Nurse in the Commonwealth of Massachusetts, with at least one year experience in home or acute care setting and possess the requisite knowledge, skills, and abilities.

**Knowledge, Skills and Abilities**

A candidate for this position should have:

* Ability to prepare routine to complex correspondence and reports utilizing computerized office applications, such as word processing;
* Ability to understand, learn and explain policies and procedures and to apply such guidelines appropriately to different situations;
* Ability to interact effectively and tactfully with a wide variety of individuals including management personnel, other department staff, outside professionals and members of the public;
* Ability to communicate clearly and concisely with others, both verbally and in writing;
* Ability to prioritize multiple tasks and deal effectively with interruptions;
* Ability to perform detailed work accurately and efficiently within strict deadlines, and the
* Ability to maintain confidentiality of sensitive information consistent with rules for public disclosure.

**Certifications and Licenses**

Have and maintain certification for Basic life Support (BLS) Including CPR/AED for Health Care Providers. Licensed as a Registered Nurse in the Commonwealth of Massachusetts.

**Tools and Equipment Used**

Equipment operated includes: general office and medical equipment.

**Physical Demands**

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.

While performing the duties of this job, the employee is frequently required to walk; stand; sit; use hands to finger, handle, see or fee; reach with hands and arms; occasionally climb or balance; and stoop, kneel, bend, crouch, or crawl.

Regular lifting and carrying of medical supplies and records; infrequent ambulatory assistance to patients, requiring appropriate use of body mechanics.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires frequent periods spent in non-office environments, including private home, day care facilities, and satellite clinics. Some travel by private car within Town and to neighboring towns is necessary.

Exposure to possible infectious and communicable diseases, contagions and other biological hazards, requiring exercise of appropriate safety and universal precautions. Universal Precaution “kits” will be carried in Town Nurse personal vehicle to be utilized in any home with a “safety risk”. Utilize proper techniques in handling sharp instruments.

Submit Town Employment Application, resume and cover letter to the Assistant Town Administrator, 732 Main Street, Harwich, MA 02645 or [meldredge@harwich-ma.gov](mailto:meldredge@harwich-ma.gov). Applications are available on the Town of Harwich website at <https://www.harwich-ma.gov/home/pages/employment-opportunities> Harwich is an Equal Opportunity Employer.