



TOWN OF BURLINGTON

29 CENTER STREET
BURLINGTON, MASSACHUSETTS 01803

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www.burlington.org

*Joanne M. Faust, SPHR
Human Resources Director*

Notice of Job Vacancy – Board of Health Supervising Nurse

Reporting to the Director of Public Health, the Supervising Nurse is responsible for the oversight of the Board of Health's public health nursing functions. Essential functions include, but are not limited to: creating, promoting, implementing, and evaluating of public health clinics and educational programs; conducting home health visits; participating in emergency preparedness initiatives as required by the Massachusetts Department of Public Health; maintaining an inventory of medical supplies; administering immunizations; assisting in preparation of the departmental budget; supervising nursing department staff, and coordinating on-call staffing; and other duties which relate to public health nursing. Attendance at evening Board of Health meetings is required.

Minimum qualifications include a Bachelor's Degree in Nursing, current licensure by the Commonwealth of Massachusetts as a Registered Nurse, current certification in CPR, a valid driver's license, and a minimum of three years of experience in public health nursing or a related field. Must be willing and able to obtain Levels 100, 200, and 700 National Incident Management System certificates. Experience in program planning, community nursing, and health education, along with knowledge of public health laws is desirable.

This position is included within the Burlington Municipal Employees Association bargaining unit. Starting salary at Grade 11, Step I of the BMEA contract is \$27.14 per hour, plus comprehensive and generous benefits. This is a full-time position, 35-hours per week.

Send resume and letter of interest by December 11, 2009 to:

Joanne Faust, Human Resources Director
Town of Burlington
29 Center Street
Burlington, MA 01803
Fax: 781-238-4696
Email (preferred): hr@burlmass.org

POST: Town Hall, Town Hall Annex, Human Services Center, Library, DPW, Recreation Maintenance, Police and Fire Departments.

Resumes received by December 11, 2009 shall be given first consideration. Position will remain open until filled.

PLEASE NOTE: MA General Laws mandate that any individual having direct contact at any time with either children or senior citizens be subject to CORI screening by the Criminal History Systems Board. A CORI check would only be completed on an applicant as a final step in the interview process. Any conditional offer of employment is contingent upon notification to the Town of Burlington that the applicant has "No Record" on file.

The Town of Burlington is an Affirmative Action/Equal Opportunity Employer