



Hillsborough Township

Department: Health and Environment Sciences Department

Title: Public Health Nurse

FT/PT: Part Time

Salary: \$75 per hour

Job Summary

The Hillsborough Township Health Department is seeking a candidate with a Public Health Nursing background to assist with infectious disease prevention and activities, as well as to provide education and training, and develop a sustainable public health nursing program. This is a part time position that is supported by and contingent upon a grant from the NJ Department of Health. The grant runs through March 31, 2026, with the potential for renewal based on grant.

Job Responsibilities

This position will work with the Health Officer and the Health Educator on educational activities, and will perform the following duties:

- Monitor the NJ CDRSS, Communicable Disease Reporting and Surveillance System and provide coverage for the Health Officer or REHS assigned during off hours.
- Conduct disease investigation and contact tracing on diseases that appear in the CDRSS.
- Assist with outbreak control at schools and long term care facilities.
- Maintain vaccination supplies and refrigeration units
- Manage the Child Health Clinic and assist by entering vaccinations into NJIIS if needed.
- Meeting weekly or more frequently with the Health Officer and the Health Educator, to identify work assignments.
- Working with the Health Educator to develop wellness education and clinic plans for vulnerable populations identified in Hillsborough Township.
- With the Health Officer, plan and implement vaccination and testing clinics. Assist by entering vaccinations into NJIIS.
- Resolve laboratory reporting issues within the jurisdiction.
- Develop General Operating Guidelines for the above activities, and develop a training program for clinic nurses in preparation for mass vaccination clinics. .
- Update the POD plan for Vaccination clinics with the Health Officer. Include implementation of the NJDOH vaccination registration program, NJ VAMS.
- Preparing monthly reports based work assignments and submitting them regularly to the Health Officer.
- Work with the NJ Department of Health and attend their monthly vaccinators calls and monthly communicable disease forums.
- Maintain the Township clinical / mother's room

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Hillsborough Township

Required Knowledge, Skills, Abilities

- Minimum Public Health Nurse with RN
- Must have own malpractice insurance
- Graduated from an accredited college with a Bachelor's Degree in Nursing Science or Public Health Nursing Science approved by the National League of Nursing
- Possess a Valid Registration as a professional nurse in New Jersey.

Preferred Knowledge, Skills, Abilities

- Spanish speaking is a plus.

Education, Certifications and Licenses

- Registered Nurse
- BSN in Nursing
- Minimum of 1 year job-related experience.
- New Jersey Drivers License

Physical Requirements

- Ability to work for extended periods on computer-based tasks
- The employee must occasionally lift or move up to 25 pounds.

Additional Information

- Clearance of a background check.
- Township business hours are 8:00am-4:30pm, Monday through Friday
- May require work outside of normal business hours, on holidays, evenings and/or weekends

Application Special Instructions

All applications to be submitted online. Please include a cover letter, resume, professional references, and copies of any licenses or certifications held

Job Specific Questions

Additional screening questions specific to this position may be added to the standard Job Application

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