

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: MAY 2, 2024

SUPERVISING PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: The position has responsibility for orientation and supervision of nursing personnel. The incumbent serves as advisor to Public Health Nurses, Registered Professional Nurses and auxiliary workers. The work is performed under the general supervision of the Director of Nursing Services – Public Health. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Guides and consults with nursing personnel, auxiliary personnel and students;
2. Provides orientation for new nursing division personnel to acquaint them with the philosophy, policy, and procedures of the Licensed Home Care Services Agency (LHCSA), Article 28 Clinics and public health programs and activities;
3. Oversees and collaborates with nurses to plan and provide ongoing educational programs to update the staff;
4. Provides assistance to the administrative staff when necessary in planning, initiating and directing services through the LHCSA and public health programs and activities;
5. Assists in maintaining the proper utilization of the services by staff members;
6. Participates in the implementation of grant funded and public health programs;
7. Provides the community with guidance and information on communicable diseases and processes surveillance information;
8. Supervises public health clinics and programs;
9. Participates as a member of the health team within the agency including directly communicating with staff, participating in staff meetings, taking phone referrals, etc.;
10. Participates in community programs relating to health matters;
11. Assists in planning with universities for the implementation of student education programs;
12. Participates in recruitment, employment and assignment of the professional staff;
13. Develops manuals, guides and other information materials for use by the staff with administrative approval;
14. Keeps abreast of changes occurring in the fields of medicine, nursing, and education as well as changes and updates to state and federal regulations and their implications for nursing practice;
15. Conducts record reviews and program evaluations;
16. Participates in on-call responsibilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern nursing and clinical practices; good knowledge of medical/nursing terminology and equipment; good knowledge of the needs, resources, and scope of health services; good knowledge of the methods for developing and utilizing staffing patterns and planning for continuity of patient care; good knowledge of third party coverage criteria; good knowledge of epidemiology and the epidemiological approach to health; working knowledge of the organization of community service agencies and facilities; skill in the application of current nursing procedures and techniques of patient care; basic computer skills; ability to interpret rules and regulations regarding third party reimbursement; ability to counsel and guide staff members and supervise assigned service programs; ability to exercise sound judgment, use initiative and be resourceful; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with staff members and community representatives; ability to organize and maintain accurate records and develop reports; creativity; tact and courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Two (2) years of permanent competitive status as a Public Health Nurse with the Niagara County Health Department immediately preceding the date of the examination.

OPEN-COMPETITIVE:

Graduation with a Bachelor's Degree in nursing **and** two (2) years of satisfactory full-time paid experience in the nursing field, one (1) year of which must have been in a supervisory capacity.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

1. Licensure and current registration to practice as a Registered Professional Nurse in New York State.
2. Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.