

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Health Services Coordinator

SALARY: \$63,750-\$75,000

TYPE OF EMPLOYMENT: Full-Time

ISSUE DATE: 04/16/24

THE FINAL DATE TO FILE APPLICATIONS: 09/30/24

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/01/24

RESIDENCY WAIVED

For more information contact Joe Palladino, jpalladino@tstboces.org

Salary Range is \$63,750-\$75,000

Position to start 7/1/24

MINIMUM QUALIFICATIONS:

License and current registration to practice as a Registered Professional Nurse in New York State and either:

1. Master's degree in nursing and three (3) years of supervisory nursing experience **OR**
2. Bachelor's degree in nursing and three (3) years of supervisory nursing experience

*Preference in appointment may be given to those with a Master's Degree.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional nursing leadership position responsible for Coordinating the health services programs within a TST BOCES.

The scope of the position is district-wide, and includes both the direct supervision and management of Adult Education Health Services staff as well as the students enrolled in our Adult Education Health Services Program. The employee is responsible for ensuring implementation of updated New York State health service delivery mandates. The work is performed under the general direction of the Assigned Supervisor and the Program Director, with a high level of autonomy granted and substantial latitude given for the exercise of independent judgment and discretion. Supervision is exercised over the work of all Adult Education staff. Guidance and mentoring is provided to principals and other administrative staff on health related topics and programs. The Health Services Coordinator will perform all related duties as required such as teaching some courses, scheduling clinical rotations,

developing and maintaining strong relationships with community partners in the health related field.

Supervision may be exercised over Licensed Practical Nurses, Hospital Aides and other subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises Adult Education nurse educators and adult education students and assists with problems as they arise;
- Assists the Administrator of Adult Education with the evaluation of students and employees;
- Prepares records and reports as required;
- Guides and collaborates in the instructional leadership and mentoring of building principals and directors with respect to the supervision and delivery of health services in their buildings and departments;
- Maintains essential nursing care records and reports.
- Assists in planning, implementing, coordinating and evaluating of the TST BOCES nursing program
- Promotes sound nursing practice, teaching and learning in order to ensure a high quality
- Participates in surveys, studies and research in the field of public health;
- Reviews and compiles appropriate records and reports;
- Assists in planning, implementing, coordinating and evaluating the nursing program within the agency;
- Develops clinic schedules, arranging dates, times and sites; participation on other agency committees;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Skill in the application of nursing techniques and practices;
- Ability to get along well with students, teachers, parents and others;
- Ability to plan and supervise the work of sub-professional and non-technical personnel;
- Good observation skills;
- Mental alertness;
- Emotional stability;
- Good moral character;
- Thorough knowledge of current nursing practice and supervision;
- Skill in the application of nursing procedures and techniques of patient care;
- Ability to plan and supervise the work of others;
- Ability to establish and maintain cooperative working relationships;

- Ability to perform duties in accordance with QSEN Code for Professional Nurses;
- Good knowledge of appropriate administration of various immunizations;
- Ability to accept and utilize guidance from supervisory nursing staff;
- Ability to work independently;

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Originally created 4/2024

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850