

# **Senior Community Health Nurse (Promotional) Tompkins County**

**Department:** Whole Health Department  
**Classification:** Competitive  
**Labor Grade:** 16  
**Approved:** Bd. Res. #384 12/88; Title changed from Team Leader to Senior CHN 03/15  
**Revised:** 11/90; 5/91; 5/96; 12/99; 05/01; 02/04; 03/15  
**By:** DP, Commissioner of Personnel  
**BBP Risk Factor:** At Risk

## **PROMOTION QUALIFICATIONS:**

This promotional opportunity is limited to current employees of the Tompkins County Health Department. The applicant must currently hold, and have continuously held, at least two years of competitive class status in the title of Community Health Nurse.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

1. All applicants must possess a valid New York State Registered Professional Nurse's license and current registration at the time of application and maintain such license and registration for the duration of employment.
2. All applicants are required to possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment.
3. All applicants must possess a valid CPR certification (American Red Cross or American Heart Association) at the time of application and maintain such certification for the duration of employment.
4. All applicants must demonstrate completion of coursework or training in infection control approved by the NYS Department of Health and the NYS Education Department by providing a valid certificate at the time of application and maintain such certification for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional supervisory nursing position involving responsibility for case management of preventive health care and home care services and /or children with special care needs services, as well as provision of the service. The employee provides direct nursing care and /or case management in homes, clinics, schools and other community facilities. The work is performed under the general supervision of a Supervising Community Health Nurse or Division Director. The employee will supervise a single work unit or work group within the Health Department. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Coordinates referrals; ; documents referral sources and client information; reviews service eligibility and documents services needed, requested and provided;
- Assigns and monitors nursing caseloads to facilitate distribution of the workload, geographic appropriateness of assignments, staff efficiency, agency cost effectiveness, and appropriate time management;
- Assists in gathering data and analyzing the effectiveness of Health Department activities and programs;
- Coordinates and assists in the assignments and activities of a nursing team to ensure quality of service
- Assesses training program needs and shares the information with a higher-level staff person;
- Coordinates services professional therapeutic service providers and other professionals;
- Maintains a limited caseload for case management or /or health guidance clients in the clinic or home setting including family assessment and direct nursing intervention;
- Assists Supervising Community Health Nurse or Division Director in supervision of cases that require increased expertise in areas of complex medical and / or development needs;
- Assists Supervising Community Health Nurse or Division Director with administrative program functions;
- Assists in the planning, implementation and coordination of Community Health or Registered Nurse orientation programs;

- Assists in planning, implementation, coordination and evaluation of nursing programs within the department.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current community health nursing practice where applicable;
- Thorough knowledge of Early Intervention practice where applicable
- Working knowledge of the administrative organization of community facilities and resources;
- Skill in the application of current nursing procedures and techniques of client care;
- Ability to plan and coordinate nursing or case management for adult or pediatric individuals and families in a home or community based setting;
- Ability to supervise Community Health Nurse (CHN) and Registered Nurse (RN) personnel;
- Ability to communicate effectively and establish and maintain cooperative working relationships;
- Ability to perform duties in accordance with ANA code for Professional Nurses.
- Where applicable, the employee must have the ability to perform duties in accordance with NYS DOH Early Intervention regulations.
- The employee's physical and mental health shall be commensurate with the demands of the position.

Originally created as Team Leader 12/88

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