

Community Health Nurse (Promotional) Tompkins County

Department: Whole Health Department
Classification: Competitive
Labor Grade: 16
Approved: 2/7/61
Revised: 6/92; 9/94; 5/97; 12/99; 5/01; 1/04; 4/04; 3/15; 4/24
By: HB, Deputy Commissioner of Human Resources
BBP Risk Factor: At Risk

PROMOTION QUALIFICATIONS:

This departmental promotion opportunity is limited to current employees of the Tompkins County Health Department. The field is limited to Registered Professional Nurses of the department with at least two years of non-competitive class status within the Tompkins County Health Department. In accordance with Section 52-12 of the New York State Civil Service law, this promotion examination must be held in conjunction with an open-competitive examination.

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 at the time of application and maintain such license and current 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 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 nursing position involving responsibility for performing community health nursing activities in the assessment of health needs and development of plans for individuals and families. Community Health Nurses have the responsibility for the initial implementation of nursing care plans, for the provision of nursing care and for the periodic re-evaluation of individual and family nursing needs. Supervision may be exercised over Licensed Practical Nurses, Home Health Aides, and other subordinate staff. General supervision is received from a Supervising Community Health Nurse or other high level nursing personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Performs skilled observations and assessments and develops patient care plans;
- Provides critical decision making in response to frequent immediate, unexpected health and interpersonal situations;
- Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families, teaches treatments, health practices, nutrition, medication, and safety;
- Provides case management requiring knowledge of family resources and community services;
- Assists in billing procedures;
- Provides developmental screenings of "at risk" infants and young children, with appropriate evaluations and follow-up;
- Provides for the continuity of patient care by promoting referral of hospital and clinic patients to appropriate community resources;
- Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care;
- Counsels and guides individuals and families towards self-help in recognition and solution of emotional, physical and

- environmental health problems;
- Teaches classes, addresses groups, and participates in community planning related to nursing and health;
- Participates in the conduct of surveys and studies related to health matters;
- Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs;
- Teaches, supervises Home Health Aide, LPNs and other subordinate staff;
- Assists with setting up and dismantling health clinics.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of community health nursing practices;
- Thorough knowledge of appropriate administration of various immunizations;
- Working knowledge of problems regarding high risk and premature infants;
- Working knowledge of normal/abnormal pediatric growth and development, nutrition and family dynamics;
- Working knowledge of the community agencies.
- Skill in the application of current nursing practices and techniques of patient care;
- Ability to maintain autonomy while working with families in the field;
- Ability to plan and coordinate nursing care for individuals, families, and groups and supervise health care personnel assigned to assist with this care;
- Ability to communicate effectively;
- Ability to establish and maintain cooperative working relationships;
- Ability to accept and utilize guidance;
- Ability to perform duties in accordance with American Nurses Association Code for Professional Nurses.
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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