

Health Services Coordinator Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: 4/22 by HB

By: HB, Deputy Commissioner of Human Resources

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;

H44

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