

Director of Patient Services Tompkins County

Department: Health Department
Classification: Competitive
Labor Grade: 88
Approved: 12
Revised: 10/81; 4/82; 6/91; 9/93, 9/94, 2/00; 7/13
By: HH, Commissioner of Personnel
BBP Risk Factor: 1

MINIMUM QUALIFICATIONS:

- (a) Two years of experience as a Supervising Community Health Nurse; OR
- (b) Masters Degree in Nursing, Public Health, Business Administration or another health-related field AND two years of home-care nursing experience.

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

SPECIAL REQUIREMENT:

- (a) License and current registration to practice as a Registered Professional Nurse in New York State.
- (b) Appointees will be required to possess a valid New York State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative nursing position involving responsibility for the administrative, professional and financial operations of the Nursing Division. An incumbent in this class is also responsible for public's general health, i.e., communicable disease control and follow-up. This position has direct responsibility for all personnel under its administrative jurisdiction in order to assure safe, effective and efficient patient care services. The activities are performed under the general direction of the Public Health Director. Supervision is exercised over auxiliary personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Plans, initiates and directs the nursing program;
Provides sufficient number of community health nurses to insure that every patient receives care by or under the supervision or direction of a community health nurse;
Makes provisions for sufficient number of supervisory nurses to provide adequate qualitative and quantitative control of patient care services;
Determines the number, types of staff and supervision required to meet the agency's responsibilities;
Recruits staff qualified to provide the quality and quantity of services which the agency offers to patients in their place of residence;
Develops, implements and monitors policies and standards for assigned services to ensure compliance with applicable local, state, and federal laws and regulations;
Coordinates the activities of various community organizations interested in furthering community health programs;
Plans orientation of new personnel and provides appropriate in-service education specific to meeting agency responsibilities;
Develops procedures for systematic evaluation of agency program;
Makes provision for periodic evaluation of employee performance;
Develops agreements and contracts where applicable to provide agency services or to secure services needed by the agency;
Coordinates activities of the professional advisory committees with the governing authority;
Interprets agency services and policies to the general public, other health service providers and the recipients of agency services.
Prepares budget data, cost studies and grant applications.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of current nursing practice and administration, public health programs administration, health economics and legislation;

Thorough knowledge of community organization;

Working knowledge of research methods;

Ability to plan, organize and direct the activities of others;

Ability to interpret existing and proposed health programs as they affect nursing;

Ability to work cooperatively with others;

Ability to communicate effectively;

Ability to perform duties in accordance with ANA Code for Professional nurses.

The employee's physical condition shall be commensurate with the demands of this position.

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