

Supervising Community Health Nurse Tompkins County

Department: Health Department
Classification: Competitive
Labor Grade: 17
Approved: Board Action 12/88 as Supervising County Clinical Nurse
Revised: 12/88; 5/91; 6/92; 1/94; 9/94; 12/99*; 5/01; 1/03; 2/04; 5/13; 3/15
By: HH, Commissioner of Personnel
BBP Risk Factor: At Risk

MINIMUM QUALIFICATIONS:

- (a) Possession of a Bachelor's degree in nursing from an approved program **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) nursing experience in a hospital, health related facility, community / home health agency or a skilled nursing facility; **OR**
- (b) Possession of a Bachelor's degree in nursing from a non-approved program supplemented by content which can be equated to the approved program **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) nursing experience as described in (a) above; **OR**
- (c) A Registered Nurse with a Bachelor's Degree in a health or human service field; **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) nursing experience as described in (a) above; **OR**
- (d) A Registered Nurse **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) nursing experience as described in (a) above.

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 supervisory nursing position with responsibility for both the provision of nursing services and the supervision of nursing practices to ensure safe, effective, and efficient comprehensive nursing care in homes, clinics, schools and other community facilities. The work is performed under the general supervision of the Director of Patient Services. For the Children with Special Care Needs Program, work is performed under the general supervision of the Public Health Director (Early Intervention Official) due to Public Health Law. Supervision is exercised over the work of community health professionals and auxiliary nursing staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assigns cases to Community Health Nurses;
- Assists in planning, implementing, coordinating and evaluating the nursing program within the agency;
- Supervises nursing practice to ensure a high quality of professional service and maintenance of agency standards;

- Assists in planning and conducting educational programs for nursing staff;
- Assists in maintaining the proper utilization of the services of nursing staff;
- Participates in surveys, studies and research in the field of public health;
- Reviews and compiles appropriate records and reports;
- Oversees the billing process and reviews all bills and required attachments for completeness and accuracy;
- Plans and implements quarterly meetings of the Professional Advisory Committee;
- Assists the Director of Patient Service in developing, implementing and revising of policies;
- Develops orientation plans for new employees and monitors their implementation;
- Develops clinic schedules, arranging dates, times and sites;
- Supervises nurses during home visits and at clinic sites and develops written performance evaluations;
- Participates in decision-making during the absence of the Director of Patient Services;
- Assists health professionals and the general community by acting as a health resource person for information and referral and by participation on other agency committees;
- Communicates with media representatives in absence of Public Health Director and Director of Patient Services;
- Participates in clinics and home visits as needed during vacations, staff illnesses, and communicable disease outbreaks;
- May be required to edit and update web pages.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current nursing practice and supervision;
- Thorough knowledge of the epidemiological approach to the prevention and control of disease;
- Working knowledge of the organizational function of community agencies;
- 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 communicate effectively;
- Ability to accept and utilize guidance;
- Ability to perform duties in accordance with ANA Code for Professional Nurses;
- The employee's physical condition shall be commensurate with the demands of the position.

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