



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Family Partnership Nurse Supervisor**
Jurisdictional Class: Competitive
Civil Division: Public Health
Adoption: CSM 08/13/14
Revised: CSM 12/10/14

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative nursing position and involves supervising the Nurse Family Partnership (NFP) program. The work is performed under the direct supervision of the Director of Community Health Services. The incumbent supervises Family Partnership Nurse Specialists and may oversee support staff with program activities. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises staff performing the evidenced-based curriculum of Nurse Family Partnership (NFP) program;
Uses NFP computer system for entering information and attaining education and program information;
Coordinates NFP Advisory Committee and educational outreach efforts;
Acts as community liaison for promotion of NFP;
Attends and participates in appropriate training as recommended by the Nurse Family Partnership National Service Office;
Performs maternal and child health home visits;
Performs required communicable disease program requirements;
Participates in the work at immunization clinics;
Participates in Public Health Emergency Response drills, activities and emergencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of current nursing practices, procedures and principals;
Working knowledge of Federal, State and local laws, rules and regulations as they relate to the Nurse Family Partnership (NFP) program;
Skill in the application of nursing procedures and techniques of patient care;
Skill in the use of basic computer software;
Ability to quickly learn the NFP program and guide others;
Ability to plan, assign and supervise the work of others;
Ability to learn NFP computer software;
Ability to communicate effectively, both orally and in writing;
Ability to evaluate programs and formulate policies to improve services;
Ability to develop and maintain effective working relationships;
Ability to work a flexible schedule;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensure and current registration to practice as a Registered Professional Nurse in NYS; **AND**

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree (or higher) in nursing PLUS one year of supervisory experience in a work capacity; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree (or higher) in an approved health-related field PLUS graduation from a regionally accredited or NYS registered college or university with a an Associate's degree in nursing with five years' experience in a combination of maternal/child-health nursing and pediatrics PLUS one year of supervisory experience in a work capacity.

SPECIAL REQUIREMENT(S):

Employee is required to complete appropriate training as recommended by the Nurse Family Partnership National Service Office.

Possession of a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation needs of the job.