



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

JOB SPECIFICATION

Civil Service Title: **SUPERVISING COMMUNITY HEALTH NURSE**
Jurisdictional Class: Competitive
Civil Division: County Service
Adoption: CSM 6/21/2018
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This a professional nursing position involving supervision for planning, implementing, coordinating, and evaluating the nursing program within the Cayuga County Health Department. Employees in this class perform supervisory duties over skilled nursing care, case management, teaching and guidance, immunizations and related programmatic work for patients and people in the community. Work is performed in accordance with a prescribed individual patient nursing care plan and in accordance with mandated and offered programs. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in planning, implementing, coordinating and evaluating the nursing program within the agency;
Supervises nursing practices to ensure a high quality of professional service & maintenance of agency standards;
Assists in planning and conducting educational programs for nursing staff;
Reviews and compiles appropriate records and reports;
May develop agreements and contracts where applicable to provide agency services or to secure services needed by the agency;
May assist in the emergency placement of patients;
May interpret and/or review policies, programs and procedures for staff and general public;
May coordinate or serve on related committees;
Assists in preparation and control of program budget;
Participates in on-going evaluation review of programs and makes recommendations to improve services;
Prepares documentation for physicians and insurance providers;
Assists in maintaining the proper utilization of the services of nursing staff;
Assists faculty with the implementation of student programs;
Develops orientation plans for new employees and monitors their implementation;
Develops clinic schedules, arranging dates, times, and sites;
Participates in decision making during the absences of the Public Health Director;
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;
Participates in clinics and home visits as needed during vacations, staff illnesses, and communicable disease outbreaks;
Conducts epidemiological activities associated with limiting and studying communicable diseases and works with patients towards prevention;
May participate in Public Health Preparedness as trained and assigned;
Participates in writing, implementing, monitoring budget and submitting reports related to grant funded programs;
Perform other related duties as assigned;

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of community health nursing principles, practices and procedures; thorough basic knowledge and ability to learn program policies and procedures of the agency; working knowledge of federal, state and local laws, rules and regulations as they relate to the position and programs; working knowledge of principles and practices of supervision; working knowledge of health resources, facilities and community organizations; working knowledge of principles, practices and terminology of health administration; basic knowledge of budget preparation and expenditure control; Ability to communicate effectively, both orally and in writing; ability to deal effectively with others; ability to evaluate social and health service programs; ability to evaluate programs and formulate policies to improve services; ability to plan, assign and supervise the work of others; ability to act as a team leader over organization subordinate personnel in the provision of services to patients; ability to develop and implement a nursing care plan; ability to develop and maintain effective working relationships; employee's physical and mental condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. A Bachelor's Degree in nursing from an approved program AND three (3) years full-time paid (or the equivalent part-time and/or volunteer) nursing experience in a hospital, health related facility, community/home health agency, skilled nursing facility or related employer OR
- B. A RN with a Bachelor's Degree in a health and human service, science or related field AND three (3) years full-time paid experience as a registered nurse in a hospital, health-related or skilled-nursing facility, or community/home health agency, skilled nursing facility or related employer.

SPECIAL REQUIREMENT(S):

NYS Registered Nurse, valid cardio pulmonary resuscitation certificate, valid infection control certificate as approved by the New York State Department of Health and New York State Education Department.

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.

All applicants are required to possess a valid NYS Driver's License at the time of application and maintain such license for the duration of employment. Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner. Operation of a county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.