



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

**JOB SPECIFICATION**

Civil Service Title:	<b>SUPERVISING PUBLIC HEALTH NURSE</b>
Jurisdictional Class:	Competitive
Civil Division:	Public Health Department
Adoption:	CSM 11/17/79
Revised:	CSM 12/09/98, 09/13/06; 05/14/08; 11/12/08

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional administrative nursing position and involves responsibility for the administration of one of the various public health nursing programs operated by the agency. The position involves responsibility for the provision of nursing services and supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care in homes, clinics, schools and other community facilities. The employee coordinates services provided to patients in the agency and services to the residents of the community. The work is performed under the direct supervision of the Director of Patient Services and Director of Community Services with the employee exercising a wide degree of independent judgment. Supervision is exercised over a number of Registered Professional Nurses, Public Health Nurses, and other support staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists in planning, implementing, coordinating & evaluating the nursing program within the agency;  
Supervises nursing practice to ensure a high quality of professional service & maintenance of agency standards;  
Assists in planning & conducting educational programs for nursing staff;  
Participates in surveys, studies & research in the field of public health;  
Reviews & compiles appropriate records & 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 evaluative 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 absence of the Director of Patient Services or Director of Community Health 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;  
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 toward prevention;  
May participate in disaster activities as trained and assigned;  
Performs other related duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of current public health nursing principles, practices, and procedures;  
Thorough knowledge of programs, policies, and procedures of the agency;  
Working knowledge of Federal, State and local laws, rules, and regulations as they relate to this position;  
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;  
Working knowledge of budget preparation and expenditure control;  
Working knowledge of State and local laws related to the administration of health programs;  
Ability to communicate effectively, both orally and in writing;  
Ability to deal effectively with others;  
Ability to direct and 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 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.

**MINIMUM QUALIFICATIONS: EITHER:**

Section 11.45 Supervisory level qualifications:

- (A) Licensure and current registration to practice as a Registered Professional Nurse in NYS AND a baccalaureate degree in nursing from a regionally accredited or NYS registered college or university; AND 2 yrs. experience as a Public Health Nurse; OR
- (B) Licensure and current registration to practice as a Registered Professional Nurse in NYS AND a master's degree in nursing AND 1 yr. experience as a Public Health Nurse.

A supervising public health nurse must complete 15 hours of continuing education in public health and management related topics approved by the NYS Department of Health within the first year of employment in this title.

**SPECIAL REQUIREMENT:**

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.