



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

**JOB SPECIFICATION**

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

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional nursing position involving responsibility for coordinating individual patient care and for performing skilled nursing services requiring substantial specialized judgement skills. Employees in this class perform skilled nursing care, case management, teaching and guidance, immunizations and related programmatic work for patients and people in the community. Work is performed under the general direction of a higher level position and in accordance with a prescribed individual patient nursing care plan or in accordance with mandated and offered programs. The incumbent does related work as required.

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

Provides nursing care at a primary level through preventive teaching, immunization, screening, teaching, health guidance for high risk or multi-problem families, people;  
Performs initial assessments, nursing services and develops a plan of care;  
Gives skilled nursing care & prescribed treatments to patients in their homes and clinics;  
Prepares and applies and provides nursing treatment as prescribed by physicians;  
May lead a team of peers and subordinates in providing nursing care and evaluation;  
May promote referral of hospital & clinic patients to appropriate community agencies;  
Coordinates plans for services with other professional workers concerned with individual & family health;  
Counsels & guides individuals and families;  
Provides nursing services in clinics and schools;  
Participates in surveys and studies related to health matters;  
Attends in-service training;  
Conducts epidemiological activities associated with limiting communicable diseases and works with patients towards prevention;  
Compiles and uses records, reports & statistical information for evaluation;  
May coordinate activities for related grants;  
May participate in disaster activities as trained and assigned;  
Utilize appropriate technology and related online programs related to program responsibilities;  
Perform other related duties as assigned;

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

Thorough knowledge of community health nursing practices;  
Thorough knowledge of appropriate administration of various immunizations;  
Working knowledge of problems regarding high risk and premature infants;  
Working knowledge of normal/abnormal pediatric growth and development, nutrition and family dynamics;  
Working knowledge of the community agencies;  
Skill in the application of current nursing practices and techniques of patient care;  
Ability to maintain autonomy while working with families in the field;  
Ability to plan and coordinate nursing care for individuals, families, and groups and supervise health care personnel assigned to assist with care; ability to communicate effectively both orally and written;  
Ability to establish and maintain cooperative working relationships; ability to accept and utilize guidance; the 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 one year full-time paid (or the equivalent part-time and/or volunteer) nursing experience in a hospital, health related facility, community/home health agency or skilled nursing facility; OR
- B. A Bachelor's degree in nursing from a non-approved program supplemented by content that can be equated to the approved program AND one full year 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 skilled-nursing facility; OR
- C. A RN with an Associate's Degree or a Diploma Degree in Nursing AND two years' experience as a registered nurse in a hospital, health-related or skilled-nursing facility, or community/home health agency.

**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.

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.

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.