

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** SUPERVISING PUBLIC HEALTH NURSE **GRADE:** 16

**TITLE ABBREVIATION:** SUPV PH NURSE **TITLE NO.:** 6746

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** PR

**DEPARTMENT:** PUBLIC HEALTH **DIVISION:**

**SUPERVISOR'S TITLE:** DIRECTOR OF PATIENT SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and supervisory work with responsibility for instructing, guiding and supervising nursing and auxiliary personnel in the provision of nursing services to assure safe, effective and efficient comprehensive care in homes, clinics and other community facilities. Work is performed under the general supervision of the Director of Patient Services through evaluation of activity reports and conferences. General supervision is exercised over a number of Public Health Nurses and auxiliary personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists in planning, implementing, coordinating and evaluating the nursing program within the agency;
2. Supervises the operation of assigned clinics and/or programs;
3. Coordinates nursing service with other health and social service agencies for the delivery of patient care;
4. Supervises and assesses adequacy of services provided to patients and families by public health nurses and auxiliary staff;
5. Investigates, surveys and conducts follow-up of communicable disease/epidemiology issues, rabies and public health issues on a 24 hour/7 days per week basis;
6. Assists in evaluating present and potential needs and resources for staff education and development;
7. Provides training, guidance and supervision to public health nurses and related public health personnel;
8. Advises Director concerning the level and number of staff necessary to meet community health needs;
9. Participates in surveys, studies and research in the field of public health;
10. Reviews and compiles appropriate records and reports;
11. Translates organizational goals into individual job objectives, communicates objectives as duty statements to subordinates, coaches subordinates to meet objectives and evaluates performance of subordinates annually;

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12. Enters case activity into medical records system using a keyboard and retrieves information as needed;
13. When assigned to the Immunization Program produces a quarterly newsletter for health care providers detailing immunization mandate changes and recruits private health care providers for inclusion in a County-wide registry that documents the immunization status of children birth through 18 years.

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

Thorough knowledge of current nursing practices and supervision; thorough knowledge of the epidemiological approach to the prevention and control of disease; good knowledge of the administrative organization of public health and other social services within the community; good knowledge and understanding of the behavior of individuals throughout the normal life span; skill in the application of nursing techniques; ability to develop and use computer skills appropriate to the position; ability to plan and direct the work of others; ability to establish and maintain effective relationships with nurses, patients and the general public; ability to address groups on public health topics; understanding of diverse, multi-cultural populations and their needs; tact; good professional judgment; emotional stability; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Licensure and current registration to practice as a Registered Professional Nurse in New York State and either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Nursing and one (1) year of experience in public health nursing; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing and two (2) years of experience in public health nursing.

**SPECIAL REQUIREMENT:** Possession of a valid driver's license.

**NOTE:** Incumbents must complete 15 hours of continuing education in public health and management related topics approved by the New York State Department of Health within the first year of employment in this title. Incumbents must also maintain registration to practice as a registered professional nurse in New York State and a valid driver's license throughout employment.

Upon mutual agreement between the employee and the Department of Residential Health Care Services, employees may perform professional nursing duties at the Orange County Residential Health Care Facility on an as-needed, overtime basis.