

Sullivan County Public Health Services is seeking to fill the following position:

**DIRECTOR OF PATIENT SERVICES TRAINEE**

This trainee level is used to recruit a professional administrative nurse who meets the educational qualifications of the Director of Patient Services to a position involving responsibility for planning, organizing and supervising patient care services provided through the certified home health agency operated by Public Health Services. Trainees receive on-the-job home nursing care experience under the supervision of a vendor who meets both educational and experiential qualifications. This trainee appointment is for a period of two (2) years, following which incumbents receiving satisfactory ratings will be advanced to the title of Director of Patient Services without further examination. The incumbent is responsible for the promotion of community health and health maintenance by ensuring safe, effective and efficient patient home health care and clinic services. The Director of Patient Services Trainee, under the direct supervision of qualified vendor, also acts as Administrator for the Certified Home Health Agency and Long Term Home Healthcare Program. The work is performed under the general supervision of the Public Health Director with wide leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over a large number of Public Health Services and auxiliary health care and clerical personnel. Does related work as required.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree in Public Health, Business Administration, Nursing or a closely related field and two years of progressively responsible administrative nursing experience in a long term health care facility, hospice home care or home care nursing experience.

SPECIAL REQUIREMENTS: *Licensure and current registration as a Registered Professional Nurse in New York State and possession of appropriate valid New York State Driver's License is required.*

**Salary:           \$89,612.00**

**Apply online at:** <https://sullivan-portal.mycivilservice.com>

This position is a competitive position which is subject to civil service examination.

Applications will be accepted until the position is filled.

**EEO/AA Employer M/F/D/V**