

## **PUBLIC HEALTH NURSING PROGRAM COORDINATOR**

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level position with direct responsibility for coordinating one or more nursing health care functions in the County Public Health Nursing Office to assure that high standards of care are maintained. Incumbents may be responsible for coordination of such special functions as the Home Health Aide program, Womens/Infants/Childrens Program, Maternal Child Health Care, Orthopedic Clinic, TB Control Program, or similar types of programs or clinics as designated by the Public Health Director. The position involves assisting in the planning, program development, responsibility for reporting any problem concerns for administrative consideration, and evaluation of services provided in connection with the program or clinic to which assignment is made. Work is performed under supervision with leeway for independently performing most job duties. Direct supervision may be exercised over persons assigned to the function being coordinated.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Responsible for the quality and appropriateness of all nursing care rendered to clients of the agency;

Provides nursing supervision of the care given through direct observation of clients while receiving care from all levels of nursing or client care personnel, in conference with nursing personnel in conference with others in patient care team meetings, with consultant professionals, with physicians, and through record review;

Provides supervision and assistance to assigned staff;

Observes medication and treatment administration techniques;

Reviews accuracy and completeness of documentation and observes the cleanliness and orderliness

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of the workplace;

Instructs personnel in how to properly carry out assigned tasks;

Assists in establishing, coordinating, and maintaining the agency's Quality Assurance Program in accordance with prescribed standards;

Participates in interdisciplinary agency care or clinic care conferences;

Assists in establishing, coordinating and maintaining the agency's Quality Assurance Program in accordance with prescribed standards;

Serves as liaison with other agencies or departments in matters related to client care or program/clinic and management;

May assume special responsibilities as assigned by the Public Health Director or Assistant Director;

Promotes the social and physical well being of agency clients;

Carries out orientation programs for all new employees including supervision of on-site demonstrations and return demonstrations by qualified persons in all departments;

Supervises demonstrations by all levels of nursing personnel;

Maintains orientation performance and in-service attendance records for employees;

Responsible for preparation of statistical reports;

Assists in the development and implementation of in-service programs by scheduling, announcing, conducting the program and/or arranging for programs to be conducted by others;

Assists in all phases of client care as needed.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Thorough knowledge of clinical nursing care including physical assessment; good

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knowledge of nursing techniques related to medical, surgical, and psychiatric practice; good knowledge of principles and practices of public health nursing care; good knowledge of documentation requirements and procedures and of rules and regulations for agency and clinic care; ability to plan, manage, and evaluate client and clinic care; ability to plan and supervise the work of others; ability to secure the cooperation of others and work effectively with others; good communication skills; ability to organize tasks and assist others in doing the same; and patience.

#### **MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Bachelor's Degree in Nursing and four (4) years of progressively responsible experience in providing professional nursing services; or
- (B) Graduation from an accredited school of professional nursing and five (5) years of progressively responsible experience in providing professional nursing services; or
- (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Possession of a current license to practice as a Registered Nurse in the State of New York.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: February 26, 1991  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 6/7/04  
Revised and Replaced in Classplan: 2/28/2023  
Revised and Replaced in Classplan: 5/12/2025 (Edu)