

SUPERVISING COMMUNITY HEALTH NURSE **140-C**
MATERNAL CHILD HEALTH / HEALTHY FAMILIES PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative human services position in Public Health Services. The Program Manager is responsible for all aspects of the Healthy Families Program, including overall case management, fiscal management, administrative and services delivery components. This position involves supervising a public health nursing program under the administration of the Public Health Director or Director of Patient Services. The incumbent will act as a liaison with other community agencies, the Healthy Families New York contract management and Program Manager's teams in addition to overseeing the duties of the nursing staff to assure safe, effective and efficient nursing care in homes, clinics, schools and community facilities. Supervision may also be exercised over auxiliary nursing staff.

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.*

Provides leadership, direction and guidance to Healthy Families Program, Registered Professional Nurses, Community Health Nurses and supporting staff;

Assists in planning, implementing, coordinating and evaluating the Healthy Families and nursing programs within the agency;

Assists in interviewing, hiring, evaluating, and training employees;

Forms collaborative, formal and informal agreements with other community agencies and civic groups and participates in community planning relating to nursing and health issues;

Provides supervision, case management and monitors performance of nursing practices to ensure a high quality of professional service and maintenance of agency standards;

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Plans, assigns and reviews the work of subordinate employees and maintains the proper utilization of the nursing staff;

Coordinates plans for services with nutritionists, social workers, physicians and other professional workers concerned with individual and family health care;

Participates in surveys, studies and research related to health matters;

Attends trainings and meetings as required; and

Prepares reports and statistics as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of federal, state, and local laws and programs relating to public welfare and the care of children; good knowledge of maternal-child health; knowledge of infant and child development, psycho-social dynamics of child abuse and neglect; knowledge of techniques of case recording; ability to write clear and accurate records and reports; ability to establish and maintain successful relationships with others; good powers of observation and analysis; ability to plan, direct and accept responsibility for the work of others; ability to interpret the work of the agency; judgment; emotional maturity; resourcefulness; initiative; tact; sensitivity to the reactions of others; thorough knowledge of current public health nursing practices, procedures, and techniques; thorough knowledge of the epidemiological approach to the prevention and control of disease; working knowledge of the administrative organization of community facilities; ability to plan and supervise the work of others; ability to establish and maintain cooperative working relationships;

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ability to communicate effectively, both orally and in writing; ability to accept and utilize guidance; and ability to perform duties in accordance with the New York State Nurses Practice Act.

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 with a Bachelor's Degree or higher in nursing or a health or human services field and two (2) years of experience in home care as a Registered Nurse, which includes one (1) year of supervisory experience; or

(B) Four (4) years of experience in home care as a Registered Nurse, with two (2) years of direct experience with multi-problem families, including work in the field of child abuse or family violence, which includes one (1) year of supervisory experience; or

(C) An equivalent combination of training and experience as described in (A) and (B) above.

Special Requirement: *A Supervising Community Health Nurse (Public Health) must complete six (6) credit hours, or the equivalent, of education/training in public health and principles of management within six (6) months of appointment.*

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Originated:6/15/2023

Jurisdictional Class: Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 6/22/2023