

SUPERVISING COMMUNITY HEALTH NURSE (PUBLIC HEALTH) 140-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves supervising a public health nursing program under the administration of the Public Health Director or Director of Patient Services. Incumbent has responsibility for 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 Registered Professional Nurses, Community Health

Nurses and supporting staff;

Assists in planning, implementing, coordinating and evaluating the nursing program within the agency;

May provide for the continuity of patient care by promoting referrals of hospital and clinic patients to appropriate community agencies;

Supervises nursing practices to ensure a high quality of professional service and maintenance of agency standards;

Addresses civic groups and participates in community planning relating to nursing and health issues;

Assists in planning and conducting educational programs for the nursing staff;

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

Assists in maintaining the proper utilization of the services of the nursing staff;

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

Reviews and compiles records, reports and statistical data relating to health issues and related programs.

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

TERISTICS: 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; 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; or
- (B) Four (4) years of experience in home care as a Registered Nurse.

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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Last Reviewed: 5/21/03

Jurisdictional Class Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A

Revised in draft on 6/13/03

Revised and placed in classplan on 7/2/03

Revised in classplan on 5/10/04

Revised in "Z" Draft on 3/5/08

Placed in Classplan on 4/14/08

Replaced in Classplan on 9/13/17

Revised and Replaced in Classplan: 3/30/2023