



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:**                    **CLINIC COORDINATOR – CHILDREN’S CENTER**  
(Provisional\* Appointment)

**SALARY:**                \$46,397 - \$58,842 annually

**LOCATION:**              Monroe County Department of Public Health – Children’s Detention Center

**JOB SUMMARY:**

This is a professional nursing position in the Department of Social Services, Children's Detention Center, responsible for coordinating the operation of the Center's Clinic. The position also provides direct patient care. Work involves establishing and implementing Clinic policies and procedures in accordance with State and local regulations and guidelines. The employee reports directly to and works under general supervision from a non-medical administrator. Medical direction is received from part-time Physicians. The employee is on-call 24 hours a day, seven days a week. General supervision may be exercised over a small professional nursing staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing plus two (2) years paid full-time or its part-time equivalent experience as a Registered Nurse, one (1) year of which must have been in a supervisory or charge nurse capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered school of nursing and three (3) years of paid full-time or its part-time equivalent experience as a Registered Nurse, one (1) year of which must have been in a supervisory or charge nurse capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

**Possession of a New York State Registered Professional Nurse's license and current registration to practice as a Registered Professional Nurse in New York State at the time of appointment or examination whichever is first.**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B  
ROCHESTER, NY 14620

**Posting Date:** March 18, 2019

**Posting Deadline:** Until filled

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.