



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: PUBLIC HEALTH NURSE COORDINATOR

SALARY: \$61,872 - \$87,093 annually

LOCATION: Monroe County Department of Public Health
Maternal & Child Health
451 East Henrietta Rd., Rochester, NY 14620

JOB SUMMARY:

This position is located at the Monroe County Department of Public Health and is responsible for coordinating and managing program activities that provide confidential prevention services, case management, communicable disease surveillance, interventions, and/or specialized services to medically and socially complex clients, including children in foster care. Work is conducted in accordance with state and local regulations and standards of practice. The employee reports directly to and works under the general supervision of a Manager of Public Health Nursing Services or other higher-level staff member. General supervision is exercised over Public Health Nurses, Public Health Representatives, nurses, clerical staff and other health care professionals. Does related work as required.

Note: This position is in the Maternal & Child Health Services Division of the Department of Public Health and is assigned to Starlight Pediatrics at 451 East Henrietta Rd. The Nurse Coordinator is responsible for coordinating and managing the activities of the Foster Care Pediatric Specialty Clinic, which provides specialized services to medically and socially complex children from foster homes. Services include providing primary care that focuses on the impact that high-risk home environments have on their physical and emotional health. General supervision is exercised over a subordinate professional and clerical staff. The employee reports directly to and works under the general supervision of an administrative-level supervisor.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Nursing plus four (4) years paid full-time or its part-time equivalent nursing experience in community or preventative health in a federal, state, or local health agency, OR in a diagnostic treatment center, health maintenance organization, home health agency, long-term home health care program, or public health nursing program, one (1) year of which must have involved supervision of professional nurses; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing plus three (3) years paid full-time or its part-time equivalent nursing experience as described in (A) above, one (1) year of which must have involved supervision of professional nurses; OR,

MINIMUM QUALIFICATIONS (continued):

- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing plus two (2) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must have involved supervision of professional nurses; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Possession of a New York State license as a Registered Professional Nurse at the time of appointment.

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. 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.

ADDITIONAL INFORMATION:

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County or a contiguous county at the time of appointment. Contiguous counties include: Orleans, Genesee, Livingston, Ontario and Wayne. Preference may be given to Monroe County residents.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH
111 WESTFALL RD. – ROOM 752B
ROCHESTER, NEW YORK 14620

Posting Date: January 17, 2025

Posting Deadline: March 14, 2025