

ASSISTANT SUPERVISING PUBLIC HEALTH NURSE

Code No. 3-08-076

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional supervisory nursing position responsible for assisting in the development and guidance of a public health nursing staff, the implementation of agency programs and the assessment of health needs within the community. The employee reports directly to, and works under the general supervision of, the Supervising Public Health Nurse or other higher-level staff member. General supervision is exercised over assigned public health care professionals and nursing staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, supervises and evaluates the work of an assigned professional and paraprofessional staff;

Plans and conducts staff meetings;

Assists in assessing community health needs;

Assists in planning, organizing, implementing and supervising nursing and/or clinic services;

Assists in community health promotional activities, i.e., giving talks, attending meetings, and representing the program and division;

Assumes responsibility for the program in the absence of the supervising nurse;

Participates in in-service education and other educational opportunities to ensure professional development;

Assists supervising nurse and staff in planning for in-service programs;

Assumes responsibility for submitting program records and reports;

Assists in formulating program policies;

Participates and cooperates in the implementation of student programs;

Coordinates clinic services with outreach services by working closely with the Tuberculosis Outreach Service Coordinator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of current public health nursing practice and supervision; good knowledge of the epidemiological approach to the prevention and control of disease; good knowledge of principles of supervision; working knowledge of the administrative organization of community facilities; skill in the application of nursing procedures and techniques of patient care; ability to plan, supervise and evaluate the work of a professional nursing and public health staff; ability to establish and maintain effective professional relationships; ability to communicate

effectively both orally and in writing; ability to perform duties in accordance with American Nursing Association Code for Professional Nurses; leadership qualities; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, plus EITHER:

- (A) Two (2) years of paid full-time or its part-time equivalent nursing experience in community health 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 large public health nursing program; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Health Education, Community Health, Public Health, Public Administration, or a closely related field, plus one (1) year of experience as described in (A) above; 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 license as a Registered Professional Nurse at the time of appointment.

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

REVISED: December 19, 1985

REVISED: August 9, 2007

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