

## **PUBLIC HEALTH NURSE AIDE**

Code No. 4-05-030  
(80 hr: 4-05-178)  
COMPETITIVE – Pending BOCES #1  
**(Non-Competitive for Monroe County ONLY)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a nurses' aide position responsible for assisting a Public Health Nurse, Nutritionist or other staff, in providing a variety of services such as school health services, clinic services, nutrition services or community nursing services through a school district or the Monroe County Department of Public Health. The employee reports directly to and works under the direct supervision of a Public Health Nurse, Nutritionist or Nutritionist II or other higher-level employee. Supervision of others is not a responsibility of this class. 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.)

Assists with maintaining adequate, legible health records;

Assists with completing mandated reports and forms;

Cleans equipment, orders supplies, and maintains office environment;

Assists with planning and preparing for special health programs;

Reviews immunization records;

Assists senior staff to obtain health information for new students at the time of registration;

Files forms and records and retrieves information on a computer terminal;

Provides assistance in generating, completing and disseminating forms;

Administers first aid as needed using appropriate medical policies;

Screens clients for chronic or acute medical illnesses, e.g., conducts interviews, takes temperatures, inspects skin, conducts basic anthropometric measurements, conducts or assists with basic hematologic testing as needed under the supervision of a senior staff member;

Contacts parents if further medical care is needed;

Communicates appropriately with senior staff, co-workers, members of the community and clients, both verbally and in writing;

Participates in team meetings, in-service sessions and committees.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the human services provided by agencies in the community; organizational ability; ability to detect the degree of illness or extent of injury suffered by a student; ability to perform basic health screening; ability to become familiar with and learn to detect signs of sexual abuse, substance abuse or a mental health problem; ability to communicate effectively both orally and in writing; ability to work as part of a team; ability to learn new skills on the job; ability to deal with people of all ages and relate to people easily; ability to follow directions and accept supervision; ability to adapt to changes within the assignment; sensitivity; tact; dependability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENTS:**

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.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADDITIONAL INFORMATION:**

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

**REVISED:** May 29, 1986  
**REVISED:** October 89, 1998  
**REVISED:** April 7, 2005  
**REVISED:** January 3, 2008