

Department: Public Health

SPEC DISK A4

Classification: Competitive

DOCUMENT 89

Grade: 11M/C

DIRECTOR OF PREVENTIVE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Public Health Director in planning, organizing, directing, coordinating and evaluating preventive services provided through nursing and other staff employed directly or by contract. This position is a professional administrative nursing position responsible for assisting in the administrative, professional, and financial operations of the agency. Supervision is exercised over the work of subordinate employees. The work is performed under the general direction of the Public Health Director. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to blood borne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs the operation of and manages the wellness and preventive health programs including but not limited to Lead Prevention, Communicable diseases, Rabies, TB, STD Prevention and Treatment, Immunization, Perinatal Hepatitis B, Emergency Preparedness, Maternal and Child Health Programs, Health Education and Chronic Disease Prevention;

Prepares required NYS Department of Health reports including but not limited to Annual Reports, Community Health Assessment, Performance Evaluation, and Quarterly Program Reports and Professional Advisory Committee reports;

Oversees and reviews orientation of new personnel and contract individuals and evaluations;

Responsible for grant preparation related to Prevention and Public Health as well as Emergency Preparedness;

Assists with budget preparation and expenditures to ensure monies are allocation to appropriate programs;

Establishes and maintains effective working relationships with community, professional and public agencies to coordinate the provision of services in assigned program areas;

Ensures the development, implementation and systematic review of records including policies and procedures within the preventative and public health services;

Oversees medical records to insure quality of documentation, appropriate storage and retention or records;

Assists with planning, organizing, and coordinating preventative Public Health activities;

Provides media with public service announcements and press releases as requires and interacts with media as indicated.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current nursing practices and administration, public health programs administration, health economics and legislation; thorough knowledge of epidemiological approach to the prevention and control of disease; good knowledge of community organization; ability to plan and supervise the work of others; ability to work cooperatively with others; ability to communicate effectively; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) A Master's Degree in Nursing and one year experience as a Public Health Nurse or administrative experience in a Public Health Care setting in a supervisory capacity; or
- b) A Baccalaureate Degree in Nursing from a regionally credited or NYS registered four year college or university and two years of experience as a Public Health Nurse or administrative experience in Public Health setting, one of which must have been in supervisory capacity; or
- c) An equivalent combination of training and experience as defined in a and b.

SPECIAL REQUIREMENT:

Candidates must possess a license and current registration to practice as a Registered Professional Nurse in New York State at the time of appointment.

Spec Written: September 7, 2007

Reviewed: 6/22/2018