

SUPERVISING PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Director in planning, supervising and evaluating nursing care services provided by staff of the Public Health Department. The work is performed under the general direction of the Director with latitude permitted for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the activities of Public Health Nurses and other professional and sub-professional nursing service personnel. The incumbent does related work as required.

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises staff nursing personnel engaged in counseling and guiding individuals and families in recognizing and attempting to resolve or ameliorate physical, emotional and environmental health problems;
Aids the Director in coordinating and evaluating the nursing care program of the agency;
Supervises and performs the documentation of nursing notes, service reports, renewal of physician's written orders and related reports;
Participates in surveys, studies and research in the field of public health;
Ensures that nursing care programs are adequately staffed;
Aids the Director in planning and carrying out in-service training programs for nursing care staff;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current public health nursing practice and supervision good knowledge of the administrative organization of public health facilities; skill in the application of current nursing procedures and techniques of patient care; ability to coordinate and supervise nursing care for individuals, families and groups; ability to plan and supervise the work of others; ability to establish and maintain cooperative working relationships with others; ability to communicate effectively; ability to perform duties in accordance with ANA Code for Professional Nurses; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) A Master's degree in Nursing; or
- (b) A Bachelor's degree in Nursing and two years experience in a public or community health setting.

SPECIAL REQUIREMENT FOR THE ACCEPTANCE OF APPLICATION:

Possession of a valid New York State driver's license at the time of appointment.

LICENSE REQUIRED: Registered Professional Nurse issued by the New York State Department of Education.

AMENDED: 04/07/00

REVISED: 1/24/2024