

**DEPARTMENT:** HEALTH  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** FEBRUARY 3, 2014

### SUPERVISING PUBLIC HEALTH NURSE

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent acts as consultant to professional nursing staff in matters regarding billing, coverage criteria and third party reimbursements. The position has responsibility for orientation and supervision of nursing personnel. The incumbent serves as advisor to Public Health Nurses, Registered Professional Nurses and auxiliary workers. The work is performed under the general supervision of the Director of Nursing Services – Public Health. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Guides and consults with Supervising Public Health Nurses and other nursing personnel, auxiliary personnel and students;
2. Provides orientation for new nursing division personnel to acquaint them with the philosophy, policy, and procedures of the Licensed Home Care Services Agency (LHCSA) and public health programs and activities;
3. Plans and provides ongoing educational programs to update the staff;
4. Provides assistance to the administrative staff when necessary in planning, initiating and directing services through the LHCSA and public health programs and activities;
5. Assists in maintaining the proper utilization of the services by staff members;
6. Participates in the implementation of grant funded and public health programs;
7. Provides the community with guidance and information on communicable diseases and processes surveillance information;
8. Supervises public health clinics and programs;
9. Participates as a member of the health team within the agency including directly communicating with staff, participating in staff meetings, taking phone referrals, etc.;
10. Participates in community programs relating to health matters;
11. Acts as liaison between the Niagara County Health Department and third party payers;
12. Assists in planning with universities for the implementation of student education programs;
13. Participates in recruitment, employment and assignment of the professional staff;
14. Develops manuals, guides and other information materials for use by the staff with administrative approval;
15. Keeps abreast of changes occurring in the fields of medicine, nursing, and education and their implications for nursing practice;
16. Conducts record reviews and program evaluations.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS:**

Thorough knowledge of modern public health nursing and clinical practices; good knowledge of medical/nursing terminology and equipment; good knowledge of the needs, resources, and scope of health services; good knowledge of the methods for developing and utilizing staffing patterns and planning for continuity of patient care; good knowledge of third party coverage criteria; good knowledge of epidemiology and the epidemiological approach to health; working knowledge of the organization of community service agencies and facilities; skill in the application of current nursing procedures and techniques of patient care; basic computer skills; ability to interpret rules and regulations regarding third party reimbursement; ability to counsel and guide staff members and supervise assigned service programs; ability to exercise sound judgment, use initiative and be resourceful; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with staff members and community representatives; ability to organize and maintain accurate records and develop reports; creativity; tact and courtesy; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Per New York State Sanitary Code Part 10

**PROMOTIONAL:** Two (2) years of permanent competitive status as a Public Health Nurse with the Niagara County Health Department immediately preceding the date of the examination.

#### **OPEN-COMPETITIVE:**

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in nursing **and** two (2) years of satisfactory full-time paid experience in the nursing field, one (1) year of which must have been in a supervisory capacity.

#### **SPECIAL REQUIREMENTS:**

1. Licensure and current registration to practice as a Registered Professional Nurse in New York State.
2. Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.