

DIRECTOR OF PUBLIC HEALTH NURSING

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position that encompasses responsibility for the administrative and professional operations of the Public Health Nursing division and the Early Intervention Program (EIP), including the Preschool program. The incumbent is responsible for the overall planning, coordination and evaluation of all patient care services and public health programs provided in both divisions. General supervision will be exercised over the day to day operations and administration of the Nursing division and EIP. In addition, the incumbent assumes responsibility for all personnel in both divisions to ensure safe, effective, and efficient patient care services. Duties are performed under the general supervision of the Commissioner of Behavioral and Community Health.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Responsible for directly supervising the performance of the senior supervisory staff in the division of public health nursing and for indirectly supervising all staff assigned to the divisions;
2. Works with the Director of Communicable Disease Control to determine staffing patterns for all professional and ancillary staff to ensure appropriate patient care in accordance with departmental policies and in compliance with NYSDOH Article 28 regulations for clinic services;
3. Overall responsible for the supervision of all staff within the divisions, including employee counseling, motivation, discipline, staff development and evaluation; interviews prospective candidates for employment and makes hiring recommendations to the Commissioner of Behavioral and Community Health;
4. Collaborates with the Director of Communicable Disease Control as it relates to the clinical service needs of the divisions, including the various clinics and services provided in homes and in the community;
5. Prepares the division budgets and submits data for the department budget; maintains fiscal controls of budget expenditures;
6. Prepares and maintains policy and procedure manuals for all patient services and public health programs;
7. Collects data and information needed for a variety of reports required by the NYS Department of Behavioral and Community Health and the Commissioner of Behavioral and Community Health;
8. Directs orientation of new personnel and makes recommendations to supervisory staff and training personnel for appropriate in-service education programs;
9. Prepares documentation for systematic evaluation of all patient care and public health programs; makes recommendations on long term planning for needs of the division;

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TYPICAL WORK ACTIVITIES: (Cont'd)

10. Makes recommendations for agreements and contracts necessary to support the delivery of patient care services; assists in grant writing, procurement and administration;
11. Serves on various community boards and committees in order to promote public health programs and works with various public and private agencies to solve community health programs;
12. Interprets agency services and policies to the general public, other health service providers, and recipients of services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of current nursing practices and clinical practice and administration of public health programs in order to oversee a large and varied program;

Knowledge of public health principals and community interventions to effectively plan and administer community health programs;

Knowledge of community organization to provide effective services;

Knowledge of research methods;

Ability to plan, organize, and supervise multi-dimensional programs and staff performing a variety of complex and professional functions;

Ability to communicate effectively, both orally and in writing with a variety of people, including colleagues, professional and community personnel and clients;

Ability to interpret existing and proposed health program rules and regulations as they affect nursing and communicable disease control services;

Ability to perform duties in accordance with A.N.A. Code for Professional Nurses;

Ability to prepare a variety of documents and reports using various software packages;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from an approved school acceptable to the New York State Department of Health with:

- EITHER: (A) Bachelor's Degree in Nursing and a Master's Degree in Nursing or a health related field;
- OR: (B) A non-nursing Baccalaureate Degree and a Master's Degree in nursing
- PLUS: (1) Four years of supervisory nursing experience of which two years shall have been in a community health agency providing direct nursing services and completion of post-Baccalaureate courses in supervision and administration; OR
- (2) An equivalent combination of experience and education as indicated in (1).

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SPECIAL REQUIREMENTS:

Eligibility for a New York State Registered Professional Nurses' License at time of application.
Possession of the license at the time of appointment.

NOTE:

1. A Director of Public Health Nursing may not be appointed until satisfactory evidence of possession of the above requirements has been presented to and approved by the Regional Community Nursing Services Administrator as authorized by the State Department Health.
2. A community health agency providing direct nursing services shall include municipal health departments and certified home health agencies and similar organizations. It does not include nursing homes, hospitals and correctional facilities.

NRO103.

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