

## **ASSISTANT DIRECTOR OF PUBLIC HEALTH NURSING**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This professional administrative nursing position involves responsibility for assisting in the administrative, professional, and financial operations of the division of Public Health Nursing in the Department of Behavioral and Community Health. The incumbent of this position assists in planning, organizing, coordinating, directing, and evaluating the public health nursing program. Activities are performed under the general direction of the Director of Public Health Nursing. This position is responsible for the Division of Public Health Nursing in the absence of the Director.

### **TYPICAL WORK ACTIVITIES:**

1. Assists the Director of Public Health Nursing in planning, initiating, and directing the programs and activities within the division of public health nursing;
2. Acts for the Director of Public Health Nursing in their absence;
3. Assists in developing and evaluating the nursing service in relation to all of the programs offered by the Department of Behavioral and Community Health;
4. Supervises Supervising Public Health Nurses and other professional and support staff in the division; assists the Director in assignment of duties, approving benefit time, reviewing staff performance and participating in disciplinary process when necessary;
5. Assists in directing the clinical services of the divisions, including the various clinics and services provided in homes and in the community;
6. Plans and coordinates in-service education programs and provides educational guidance for nursing staff;
7. Assists in planning with universities for the implementation of student education programs;
8. Participates in recruitment, employment, orientation and training of nursing staff;
9. Prepares and maintains policy and procedural manuals and other informational materials for use by nursing division;
10. Assists with the preparation of the nursing division budget and assists with the oversight of budget expenditures;
11. Prepares documentation for systematic evaluation of all patient care and public health programs; makes recommendations on long term planning for needs of the division;
12. Assists in the administration of agreements and contracts; monitors effectiveness of programs and makes recommendations to Director for contract changes as required;
13. Serves on various community boards and committees in order to promote public health programs;
14. Assists the Director in interpreting agency services and policies to the general public, other health service providers, and recipients of services.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (Cont'd)

Knowledge of current nursing practices and clinical practice and administration of public health programs in order to assist in overseeing a large and varied program;  
Knowledge of public health principles and community interventions to effectively assist in planning and administering community health programs;  
Knowledge of community organization to provide effective services;  
Knowledge of current nursing practices and clinical practice and administration of public health programs in order to assist in overseeing a large and varied program;  
Knowledge of public health principles and community interventions to effectively assist in planning and administering community health programs;  
Knowledge of community organization to provide effective services;  
Knowledge of research methods;  
Ability to 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 assist in the interpretation of 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)     A Bachelor's Degree in nursing and a Master's Degree in nursing or a health related field;
- OR:            (B)     A non-nursing Bachelor's Degree and a Master's Degree in nursing; completion of post baccalaureate courses in supervision and administration
- PLUS:         (1)     Three years of supervisory nursing experience, two of which shall have been in a community health agency providing direct nursing services; OR
- (2)     An equivalent combination of experience and education as indicated in (1).

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**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

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

**NOTE:**

1. An Assistant Director of Public Health Nursing may not be appointed until satisfactory evidence of the above requirements has been presented to and approved by the Regional Community Nursing Service Administrator as authorized by the State Department of Health.  
Agreed to by the New York State Department of Health and the Municipal Service, December, 1975.
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.

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ADOPTED: 03/11/76 (Assistant Director of Patient Services)

REVISED: 08/01/80

01/28/81

07/01/91

03/30/05

07/11/17