

CLINICAL SERVICES COORDINATOR

LOCATION: Public Health Department
CLASSIFICATION: Competitive
SALARY: CSEA, Grade XII
ADOPTED: 10/93; Revised 8/96, 7/97, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for coordinating and directing the prenatal and gynecological care services on site at the County Health Department. Work is performed in conjunction with, and under the direction of the Public Health Director, Director of Patient Services and a Supervising Public Health Nurse. Leeway is allowed for exercising independent judgment in making day to day decisions related to management of care. The incumbent serves as a representative of the Health Department at all functions. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists with the review of contracts and agreements with service providers;
- Initiates a client record system for initial financial, medical and social needs assessment;
- Maintains and reviews quality assurance and corrective action as requested or required;
- Coordinates services and refers clients between Public Health Nursing, WIC, Social Services and other agencies as needed;
- Oversees support nursing and clerical staff;
- Conducts case management meetings and/or coordination services with various department heads and consults with physicians, nurse practitioners, midwives and other agencies;
- Performs direct patient care including but not limited to: obtaining patient health history, drawing blood work, providing HIV counseling, assisting physicians, midwives or nurse practitioners at clinic appointments and reviewing patient charts before and after clinic visits;
- Refers client home visits for antepartal assessment, care and teaching;
- Compiles and uses records, reports and statistical information for evaluation of a program;
- Monitors program components and patient follow-up as required;
- Reviews lab work and patient problems as needed.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current public health nursing practices; working knowledge of the administrative organization of community facilities and hospitals; working knowledge of current trends in the fields of medicine, nursing and education and their implications for planning continuity of patient care; ability to plan, organize and direct the activities of others; ability to perform duties in accordance with ANA Code for Professional Nurses; ability to communicate effectively; ability to establish and maintain cooperative working relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: License and current registration to practice as a Registered Professional Nurse in New York State and **either:**

- (a) Graduation from a New York State registered or regionally accredited four year college with a Bachelors degree in nursing **AND** one (1) year of full-time paid work experience (or its part-time equivalent in Prenatal, Outpatient or Public Health Nursing); **OR**
- (b) Graduation from a New York State registered or regionally accredited college with an Associates degree in Nursing or graduation from a three year nursing program **WITH** two (2) years of full-time paid work experience (or its part-time equivalent as a Registered Professional Nurse **AND** one (1) year of full-time paid work experience or its part-time equivalent as defined in (a).