

## **SUPERVISING PUBLIC HEALTH NURSE**

**CODE:** 2602  
**LOCATION:** Tioga County Public Health Department  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA - Grade XVII per Reso 136-01  
**ADOPTED:** Revised 4/97; 5/03, 8/20/08 NYS DOH; 02/17, 07/19 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the provision of Public Health nursing services and supervision of nursing practice. An employee in this class participates in an integrated population-based approach to public health nursing. The incumbent provides a leadership role in community and public health preparedness initiatives, in partnership with stakeholders. Supervision is exercised over the work of assigned public health professionals or auxiliary nursing staff. The work is performed independently under general direction of the Public Health Director and the Medical Director. Serves as the Public Health Director's representative on various committees, meetings, etc. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

In addition to performing all the duties of a Public Health Nurse, Supervising Public Health Nurses may be requested to perform the following types of activities:

- Assists in planning, implementing, coordinating and evaluating county-wide public health programs;
- Supervises nursing practices to ensure a high quality of professional service and maintenance of agency standards;
- Assists in maintaining the proper utilization of the services of nursing staff;
- Coordinates clinical policies and procedures and ensures current practice;
- Maintains quality assurance procedures and practices;
- Assists faculty with the implementation of student programs;
- Participates as needed on-call system for Public Health Department;
- Works with staff and senior management to meet the requirements of regulatory, oversight and reimbursement bodies;
- Reviews and compiles appropriate records and reports;
- Participates in communicable disease and chronic disease initiatives.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of current nursing practice and supervision; thorough knowledge of the epidemiological approach to the prevention and control of disease; working knowledge of the administrative organization of community facilities; skill in the application of nursing procedures and techniques of patient care; ability to plan and supervise the work of others; ability to establish and maintain cooperative working relationships; ability to communicate effectively; ability to accept and utilize guidance; physical condition commensurate with the demands of the position.

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

- (a) A Master's degree in nursing and one (1) year of full-time paid experience or its part-time equivalent in public health nursing; **OR**
- (b) A Bachelor's degree in nursing from a regionally accredited or New York State registered college or university AND two (2) years full-time paid experience or its part-time equivalent in public health nursing.

**\* Copy of college diploma/degree is required at time of application.**

**Special Requirement:** A Supervising Public Health Nurse must complete 15 hours of continuing education in public health and management related topics approved by the New York State Department of Health within the first year of employment in this title.

Possession of a valid driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

-2- Supervising Public Health Nurse

Must be available in the event of a public health emergency.