

DIRECTOR OF PUBLIC HEALTH NURSING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This professional administrative nursing position involves responsibility for the administrative, professional and fiscal operations of the Department of Public Health Nursing Division. This position has direct responsibility for all clinical personnel in order to assure safe, effective and efficient client services. The work is performed under the general direction of the Commissioner of Health/Public Health (PH) Director. The candidate must meet the qualifications stipulated in New York Codes, Rules and Regulations Title 10: Section 11.45 governing Supervising Public Health Nurse qualifications. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises public health nurses and staff to ensure that every client receives care by or under the direction of a qualified public health nurse;

Provides adequate qualitative and quantitative oversight of client care services;

Provides State and Federal program oversight to programs including, but not limited to WIC (Women, Infants & Children), CLPPP+ (Childhood Lead Poisoning Prevention), IAP (Immunization Action Plan), PHEP (Public Health Emergency Preparedness) and CSHCN (Children with Special Health Care Needs);

Works with the Commissioner/PH Director to determine the number, types of staff and supervision required to meet the agency's responsibilities under Public Health Law;

When directed by the Commissioner/PH Director, recruits staff qualified to provide public health nursing services which the agency offers to clients in their place of residence;

Assists the Fiscal Team in the management of the Division's grants and annual budget;

Plans orientation of new personnel and provides appropriate in-service education specific to meeting agency responsibilities in accordance with Public Health Law;

Develops procedures for systematic evaluation of agency programs;

Makes provision for periodic evaluation of employee performance;

Under the direction of the Deputy Director for Administration, assists in the writing of agreements and contracts, where applicable, to provide agency services or to secure services needed by the agency;

Coordinates activities of the physician professional advisory committee and reports to the Ulster County Board of Health as requested by the Commissioner/PH Director;

Interprets agency services and policies to the general public, other health service providers and the recipients of home health agency services;

Evaluates community public health nursing needs, and develops and proposes new initiatives to meet these needs;

Assists the Commissioner/PH Director in the preparation of job descriptions as needed to clearly identify the scope of practice, responsibility and accountability of new hires in the division;

Serves as the Department of Health representative on the Ulster County Compliance Committee;

Acts as an advisor or consultant to local, state and federal human service agencies as needed;

May serve as Acting Public Health Director if and when the Commissioner of Health/PH Director is out of the office or otherwise is not available.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of current nursing practice and administration, public health programs administration, health economics and legislation; comprehensive knowledge of community organizations; working knowledge of research methods; working knowledge of grants management; ability to manage compliance with licensing regulations, e.g., Licensed Home Care Services Agency (LHCSA); ability to plan, organize and direct the activities of others; ability to interpret existing and proposed health programs as they affect nursing; ability to work cooperatively with others; ability to communicate effectively; ability to perform duties in accordance with ANA Code for Professional Nurses; initiative; tact; good judgment; integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Nursing, Public Health, Public Health Nursing, Health Administration, Community Health Education or Environmental Health and one (1) year of public health nursing experience which included administrative experience in a health-related organization or government agency which had responsibility for supervising, instructing and guiding nursing and auxiliary personnel in providing high quality nursing service, and which demonstrated that the candidate possesses the knowledge and skills necessary to administer public health programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements; **OR**
- B. Possession of a Bachelor's Degree in Nursing, Public Health, Public Health Nursing, Health Administration, Community Health Education or Environmental Health and three (3) years of public health nursing experience which included administrative experience in a health-related organization or government agency which had responsibility for supervising, instructing and guiding nursing and auxiliary personnel in

providing high quality nursing service, and which demonstrated that the candidate possesses the knowledge and skills necessary to administer public health programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Special Requirement: Candidate must complete fifteen (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.

Special Requirements for Acceptance of Applications: Possession of a license or limited permit to practice as a Registered Professional Nurse in the State of New York.

ULSTER COUNTY
2641 DIR PH NS
Classification: Competitive
2639 DPN HLP
Classification: Non-Competitive
NUMGT

Adopted: February 25, 2020
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