



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

NOTICE OF VACANCY

YATES COUNTY ANNOUNCES A VACANCY FOR: PUBLIC HEALTH NURSE OR REGISTERED PROFESSIONAL NURSE

Type of Appointment/Position Status/Classification:	Full Time/ Competitive (Public Health Specialist – Provisional Appointment)	Rate of Pay/Salary:	Public Health Nurse: \$29.54/hour Registered Nurse: \$28.29/hour
Location:	Yates County Public Health	Negotiating Unit:	CSEA
Work Hours:	Monday – Friday; 35 per/week	Contract Group:	Public Health Nurse: XIV Registered Nurse: XIII
Vacancies:	1	Training and Experience Exam Fee:	Public Health Nurse: \$17.00
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	How to apply:	Online: https://mycivilservice.yatescounty.org/ Mail: Personnel office 417 Liberty Street Penn Yan, NY 14527 Fax: 315-536-5118 E-mail: personnel@yatescounty.org
Posted:	February 17, 2021	Application Deadline:	March 10, 2021

PUBLIC HEALTH NURSE:

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility to provide public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Public Health Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Public Health nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the program or issues involved. Work is performed under the general direction of the Supervising Public Health Nurse or Director of Public Health and in accordance with the New York State Nurse Practice Act. Supervision may be exercised over Registered Professional Nurses, Licensed Practical Nurses and General Support Staff.

TYPICAL WORK ACTIVITIES: (Illustrative only):

- Assesses the health status of those served and their related determinants of health, and uses this knowledge to educate, inform and make referrals as appropriate;
- Conveys public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served;
- Develops demographic, statistical, programmatic and scientific presentations, brochures and products;
- May teach classes, address or facilitate groups and participates in community partnerships to promote population health;
- Participates and/or leads program planning, implementation and evaluation;

Reports program performance and completion of work plan objectives;
Participates in the conduct of surveys and assessments related to health matters;
Compiles and uses records, reports and statistical information for planning and evaluation of public health programs;
Participates in or leads quality improvement projects;
Investigates reports of communicable disease and infection;
Completes and maintains activity records, patient files, and program records in compliance with Nursing Standards, Grant requirements, and NYSDOH regulations;
May perform skilled nursing care, administer immunizations and biologics, and perform procedures such as venipuncture and specimen collection and shipment for patients in the community setting and in clinics;
May provide nursing oversight to Licensed Practical Nurses in the administration of immunizations, biologics and the performance of uncomplicated procedures such as venipuncture;
Coordinates plans for service with other professionals concerned with the individual or family including but not limited to physicians, nurses, physical, occupational and speech therapists, nutritionists and social workers; from both within the department and outside of the department;
Participates in emergency preparedness planning and response efforts;
Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school; or possession of a high school equivalency diploma; AND
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Nursing; AND
- c) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

SPECIAL REQUIREMENTS:

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;
- b) Must be able to be fitted for, and wear a NIOSH 95 mask.
- c) One (1) year of full time or equivalent part-time paid experience working as a licensed Registered Nurse is beneficial but not required.

REGISTERED PROFESSIONAL NURSE:

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility to provide public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to, systematic analysis of health data, care plan development, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Registered Professional Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the program or issues involved. Work is performed under the general direction of the Deputy Director of Public Health or Director of Public Health and in accordance with the New York State Nurse Practice Act. Supervision may be exercised over Licensed Practical Nurses and General Support Staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only):

Assesses the health status of those served and their related determinants of health, and uses this knowledge to educate,
inform and make referrals as appropriate;
Conveys public health information in writing and orally, in person and through electronic means, with linguistic and

cultural proficiency in the appropriate format and health literacy level of the population served;
Develops demographic, statistical, programmatic and scientific presentations, brochures and products;
May teach classes, address or facilitate groups and participates in community partnerships to promote population health;
Participates and/or leads program planning, implementation and evaluation;
Reports program performance and completion of work plan objectives;
Participates in the conduct of surveys and assessments related to health matters;
Compiles and uses records, reports and statistical information for planning and evaluation of public health programs;
Participates in or leads quality improvement projects;
Investigates reports of communicable disease and infection;
Completes and maintains activity records, patient files, and program records in compliance with Nursing Standards, Grant requirements, and NYSDOH regulations;
May perform skilled nursing care, administer immunizations and biologics, and perform procedures such as venipuncture and specimen collection and shipment for patients in the community setting and in clinics;
May provide nursing oversight to Licensed Practical Nurses in the administration of immunizations, biologics and the performance of uncomplicated procedures such as venipuncture;
Coordinates plans for service with other professionals concerned with the individual or family including but not limited to physicians, nurses, physical, occupational and speech therapists, nutritionists and social workers; from both within the department and outside of the department;
Participates in emergency preparedness planning and response efforts;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the current principles, practices and techniques of public health nursing (biostatistics, epidemiology, environmental, social & behavioral health);
Working knowledge and ability to perform duties in accordance with nationally adopted Core Competences for Public Health Professionals;
Working knowledge and ability to follow public health laws, regulations and policies;
Good analytic & assessment skills necessary to participate in community health assessments; Good program planning and evaluation skills;
Good cultural and linguistic competency;
Ability to adhere to ethical principles in the collection, maintenance, use and dissemination of data & information;
Ability to follow technical oral and written instructions and to make sound professional judgments:
Ability to plan and supervise the work of others;
Ability to effectively communicate in written, oral and electronic form;
Ability to establish effective working relationships with a wide variety of people;
Ability to operate a personal computer; utilize the internet, and common office software programs, including Word, Excel, and Publisher; and ability to learn proprietary software applications;
Ability to perform in a reasonable manner the essential functions of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from high school; or possession of a high school equivalency diploma; AND
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Nursing; OR
- c) Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse; AND
- d) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

SPECIAL REQUIREMENTS:

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;
- b) Must be able to be fitted for, and wear a NIOSH 95 mask.

- c) One (1) year of full time or equivalent part-time paid experience working as a licensed Registered Nurse is beneficial but not required.
- d) Experience in maternal child health, early intervention and/or immunizations in a clinic or community practice setting is beneficial but not required.

PRE-EMPLOYMENT REQUIREMENTS:

All Yates County employees will be subjected to a background check, Workers Compensation medical physical, E-Verify Employment Verification, possible drug testing and, depending on the position, fingerprinting.

Yates County is an equal opportunity employer, and as such offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities, and in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.