

GREENE COUNTY CIVIL SERVICE COMMISSION  
411 MAIN STREET, CATSKILL, NEW YORK 12414  
518-719-3253 – [www.greenecountyny.gov](http://www.greenecountyny.gov)

**Announces an**  
**OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR**  
**FAMILY PLANNING CLINIC NURSE PRACTITIONER**

**NON-REFUNDABLE FILING FEE:** A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction.

**CASH IS NOT ACCEPTED**

**LOCATION OF POSITION:** Greene County Family Planning Clinic; the list resulting from this examination will be used to fill vacancies as they occur within that Department.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for filling applications, but preference in appointments may be given to Greene County residents. (C.S. Law #23, Para 4, Sub Para 4-a)

**SALARY:** Salary will vary depending on full time or part time status

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent works in the Family Planning Clinic and plays a vital role in providing comprehensive and specialized healthcare services to patients of all gender identities seeking information and or treatment for family planning, sexually transmitted infections (STI'S), and opioid use disorder. The employee functions as a clinical expert to deliver high-quality, evidence-based care to patients. The incumbent acts as a member of a multidisciplinary team that includes physicians, case managers, social workers, and other healthcare professionals to coordinate the health care of clinic patients. Work is performed under the general direction of the Family Planning Clinic Administrator and/or Clinic Manager. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

**Patient assessment and care:** Conducts thorough assessments of patients seeking family planning services, including medical history, physical examination, and diagnostic testing; Develops and implements individualized care plans based on patients' unique needs and preferences, including contraceptive counseling, sexually transmitted infection (STI) screening, hepatitis C screening, pregnancy testing, and preconception counseling; Conducts thorough assessments of patients with opioid use disorder, including physical examinations, mental health assessments, and substance abuse evaluations; gathers relevant medical history, reviews patient symptoms and current medications, and assesses the severity of addiction and withdrawal symptoms.

**Contraceptive Counseling:** Provides comprehensive counseling on various contraceptive methods, including hormonal methods (e.g., oral contraceptives, patches, and injections), intrauterine devices (IUDs), implants, barrier methods, fertility awareness methods, and permanent sterilization; Assists patients in making informed decisions about contraception based on their individual health status, lifestyle, and reproductive goals.

**STI and HIV Screening and Management:** Performs screening and diagnostic testing for sexually transmitted infections (STIs), including human papillomavirus (HPV), chlamydia, gonorrhea, syphilis, and HIV; Provides appropriate treatment and follow-up care for patients diagnosed with STIs, and offers education on safe sex practices, risk reduction, expedited partner treatment and HIV pre and post exposure prophylaxis.

**Reproductive Health Counseling:** Provides comprehensive reproductive health counseling, including preconception care, prenatal care, and postpartum care; Educates patients on pregnancy planning, pregnancy options, prenatal nutrition, fetal development, childbirth preparation, breastfeeding, and postpartum recovery.

**Treatment Planning/Medication Management:** Based on the assessment findings, develops and implements individualized treatment plans for patients, in collaboration with the treatment team, including but not limited to medication-assisted treatment (MAT) using medications such as buprenorphine, naltrexone or referral for methadone, as well as other supportive therapies such as counseling, behavioral therapy, and holistic interventions; Monitors patients' response to MAT, adjusts medication dosages as needed, and provides education and support on the safe and effective use of opioid replacement therapies; Manages medication side effects and provide counseling on the risks and benefits of medication use.

**Patient Education:** Offers patient education on sexual health, contraception, fertility awareness, STI prevention, and reproductive health promotion; Provides information on contraceptive methods, their effectiveness, benefits, and risks, and assists patients in

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choosing the most appropriate method based on their preferences and needs; Provides counseling and education to patients and their families on opioid use disorder, harm reduction strategies, relapse prevention, and lifestyle changes to support recovery; Addresses patients' physical, mental, and emotional health needs, and promotes healthy coping mechanisms and lifestyle choices.

**Documentation and Record Keeping:** Maintains accurate and up-to-date medical records, including patient assessments, care plans, interventions, and outcomes; Adheres to legal and ethical standards of practice, including patient confidentiality and informed consent.

**Collaborative Practice:** Collaborates with other healthcare professionals, such as physicians, registered nurses, and pharmacists, to ensure coordinated and holistic care for patients; Consults with physicians or refers patients to specialists as needed for further evaluation or treatment.

**Quality Improvement:** Participates in quality improvement initiatives to enhance patient care outcomes, safety, and patient satisfaction;

Stays current with the latest research, guidelines, and best practices related to family planning and reproductive health.

**Professional Development:** Attends conferences, workshops, and training sessions to stay updated on the latest evidence-based practices in the field of opioid use disorder treatment; Participates in continuing education to maintain their nurse practitioner licensure and certification.

**MINIMUM QUALIFICATIONS:** Possession of a Master's degree which prepares registered professional nurses to provide primary health care services.

**NOTE:** Your degree must have been awarded 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/US 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.

**ADDITIONAL NOTE:** Standards as prescribed by Section 400.10 of the New York State Sanitary Code as amended 11/25/85, pursuant to statutory authority of Public Health Law 2803.

**SPECIAL REQUIREMENTS:**

1. Current license issued by the New York State Education Department to practice as a registered professional nurse and current license as a nurse practitioner or midwife.
2. Possession of a valid New York State Driver's license is required at time of appointment and this license must be maintained throughout employment.

**EVALUATION OF TRAINING AND EXPERIENCE**

**SUBJECTS OF THE EXAMINATION:** The only subject of examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position. In your **summary of training** include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued. In your *summary of experience*, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

**ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED. A RESUME WILL BE ACCEPTED ONLY AS A SUPPLEMENT TO THE APPLICATION, NOT A SUBSTITUTE FOR IT.**

**APPLICATIONS ARE ACCEPTED CONTINUOUSLY:** For applications, please contact this office at the above address or visit our web site @ [www.greenecountyny.gov](http://www.greenecountyny.gov).