

Announces an
**OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR
PSYCHIATRIC NURSE**

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 Department of Mental Health; 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: Varies depending on full-time or part-time – inquire as to salary

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing skilled psychiatric nursing care to clinic patients to aid in prevention, treatment and rehabilitation of mental illness. The work is performed under general supervision of the Director of Community Mental Health Services, with leeway allowed for the exercise of independent professional judgment in carrying out details of the work. Supervision may be exercised over the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides professional psychiatric nursing service as a member of a psychiatric interdisciplinary treatment team; Assesses and identifies patient nursing care needs and prepares and carries out a nursing care plan as a member of a psychiatric interdisciplinary treatment team; Engages in treatment modalities such as individual and group psycho-therapy, family therapy and milieu therapy as appropriate; Visits patient homes to identify factors in the social, psychological and physical environment which may contribute to the disability; Participates in the intake, screening and diagnostic evaluation of clinic patients and/or their family members; May refer clients to other agencies for a variety of needed services; Makes recommendations to fellow team members regarding emergency or continuing care and suggests alternative treatment plans; Maintains contact with agencies such as schools, social services and probation officers to understand and/or overcome client's medical and psychological problems; Advises the family on methods of dealing with or correcting emergency situations and on the availability of medical, social and housing facilities for the patient in the community; Participates in and assists fellow team members in assessing, planning for, meeting and evaluating patient and family member needs to aid in the formulation of a treatment plan; Assists Community Mental Health education, consultation and public relations activities; Provides in-service psychiatric nursing education, orientation and consultation to Public Health Nursing Service and other community agencies as needed; Participates in the staff development and teaching program of the facility; Attends courses and performs independent study and reading to further professional growth; Maintains a variety of records and reports related to duties.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a master's degree in Psychiatric or Community Mental Health Nursing from a regionally accredited or New York State registered college or university;
- OR**
- B. Graduation from a regionally accredited or New York State registered college of university with a bachelor's degree in Nursing and one (1) year of satisfactory nursing experience in public health, rehabilitation, mental health or psychiatric nursing in a position of direct service to patients in the community or nursing experience in an agency providing direct services to patients with psychiatric issues;
- OR**
- C. Completion of an accredited course of training for nurses and two years of satisfactory nursing experience in public health, rehabilitation, mental health or psychiatric nursing in a position requiring the provision of direct service to patients in the community or nursing experience in an agency providing direct services to patients with psychiatric issues;
- OR**
- D. An equivalent combination of training and experience as defined by the limits of **A, B and C.**

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse, **AND** must have valid driver's license appropriate to the vehicle(s) operated within three months of appointment and maintain that license 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.