

GREENE COUNTY CIVIL SERVICE COMMISSION
411 MAIN STREET, CATSKILL, NEW YORK 12414
518-719-3253 – www.greenecountyny.gov

Announces an
OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR
PUBLIC HEALTH NURSE
(FAMILY PLANNING)

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 Family Planning; the list resulting from this examination will be used to fill vacancies as they occur within that Department.

SALARY: \$28.54 per hour for 2020; salaries will vary depending on date/year of appointment

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)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Family Planning Clinic Administrator, the incumbent performs public health activities within a family planning unit, which involves the responsibilities for assessing and implementing the plan and care of female and male clients concerning sexual issues, counseling, HIV, STD, pregnancy testing, pap smears, etc. The incumbent will also assist the medical doctor and/or nurse practitioners with various duties such as drawing blood samples, giving injections, and updating client histories. Supervision may be exercised over professional or auxiliary nursing staff. Does related duties as required.

EXAMPLES OF WORK: (Illustrative only)

Provides nursing case management for high-risk populations, which may results from abnormal physical exams, laboratory tests and illnesses; Provides counseling to female and male clients on such topics as pregnancy options, various contraceptive methods and provides guidance to the individuals towards self-help in recognition and solution of physical, emotional problems; Performs rapid HIV testing, fasting blood sugars, hemoglobin finger sticks, and urine pregnancy testing; Assists the medical doctor and/or nurse practitioners with minor surgical procedures, giving injections, drawing blood, providing plan B for walk in clients and updating clients histories; Refers clients to the proper agency if abnormal pap smears or medical results are received; Responsible for managing the immunization program, laboratory quality assurance activities program, and STD follow-ups; Maintains monthly reports and follow-ups regarding the Immunization Program to the New York State Department of Health and enters all immunizations into the NYSIS Database; Follows-up visits and referrals; Maintains files, faxes reports, files reports received from referrals; Triage phone calls, phones all authorized prescriptions, and refills to the pharmacies; Maintains and orders inventory, supplies, and vaccines as needed..

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Nursing including licensure and current registration to practice as a registered professional nurse **and** one (1) year of experience in a Family Planning or an OB/GYN office.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a New York State Registered Professional Nurse's license. Possession of the license at the time of permanent appointment. Possession of a valid NYS driver's license at the time of appointment.

EVALUATION OF TRAINING AND EXPERIENCE

SUBJECTS OF THE EXAMINATION: The only subject of examination will be an evaluation of your training and experience. Therefore, you are 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. Additionally, 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.