

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
SUPERVISING COMMUNITY HEALTH 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 Public Health; the list resulting from this examination will be used to fill vacancies as they occur within that Department.

SALARY: Will vary depending on date/year of appointment

RESIDENCY REQUIREMENTS & FILING FEE: 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: This position involves the responsibility for the provision of nursing services and supervision of nursing practices to assure safe, effective and efficient comprehensive nursing care in homes, clinics, schools and other community facilities. The primary functions are to supervise, instruct and guide nursing and auxiliary personnel in providing high quality nursing services. The incumbent may supervise a specific public health nursing program under the general supervision of the Director of Public Health or the Director of Patient Services. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Assists in the planning, implementing, coordinating and evaluating the nursing program within the agency; Supervises nursing practices to ensure a high quality of professional services and maintenance of agency standards; Assists in planning and conducting educational programs for nursing and auxiliary staff; Assists in maintaining the proper utilization of the services of nursing and auxiliary staff; Participates in surveys, studies and research in the field of public health; May perform the duties of a RN or PHN as required; Assists in the implementation of student programs; Reviews and compiles appropriate reports and records; In the absence of the Director of Patient Services, may assume the responsibilities of supervising the certified home health agency; In the absence of the Director of Public Health and Director of Patient Services, may assume the responsibilities of supervising the agency.

MINIMUM QUALIFICATIONS: Licensure and current registration as a Registered Professional Nurse and either;

- A. A bachelor's degree in nursing, health or human services field and two (2) years experience in home care;
- OR**
- B. Combination of the below listed education, experience and/or training;
 - (i) Four (4) years of experience in home care; **and**
 - (ii) Six (6) credit hours or the equivalent of education or training in public health and the principles of management.

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.