

Announces an
OPEN COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR
Family Planning Registered Professional Nurse/Harm Reduction Clinic Coordinator

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: \$35.56 per hour for 2025; 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 general supervision of the Family Planning Clinic Manager provides professional nursing services in the care and treatment of patients requiring substantial judgment and skills in accordance with a prescribed nursing plan. May supervise Licensed Practical Nurses and auxiliary nursing staff. Does related work as required.

EXAMPLES OF WORK:

Assesses patient nursing care needs and prepares, implements and evaluates the nursing care plan; Gives skilled nursing care and prescribed treatments to patients and demonstrates nursing care to patients and families; Identifies physical and emotional illness of patients through observation and analysis of records; Coordinates plans for care with nutritionists, social workers, physical therapists, physicians and other professional health workers concerned with individual and family and family health care; Counsels and guides individuals and families in the prevention of illness and the attainment of maximum health; Maintains essential nursing care records and reports.

Additional duties as Harm Reduction Clinic Coordinator:

Supports the Medication-Assisted Treatment (MAT)/Medication for Opioid Use Disorder (MOUD) Prescribers; Educates and supports individuals seeking substance use and/or HIV/HCV/STI testing services in the Greene County Family Planning (FCFP) clinic or mobile clinic van and performs testing as indicated; Provides harm reduction supplies and education; Helps to build recovery plans for individuals and families who desire them; Provides linkages and referrals to community resources; Acts as a Harm Reduction Advocate and Educator within the community;

Provides harm reduction and MAT/MOUD education to various community groups and institutions; Manages ordering, tracking and administering injectable medications for MOUD clients; Collects, manages, and maintains patient/client information including intakes, referrals, services provided, and other relevant information and outcomes; Participates in COSSUP grant project meetings, including Task Force and Overdose Fatality Review; Responds to requests for data for COSSUP grant project and to other requests from COSSUP grant Project Coordinator, as needed.

MINIMUM QUALIFICATIONS: Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State Registered Professional Nurse's License. Possession of the license at the time of permanent appointment and this license must be maintained throughout employment.
2. Possession of a valid New York State driver's license 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. 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.greeneountyny.gov.