

# Greene County Family Planning Job Announcement: Family Planning Clinic Manager (HELP Program) (full-time)

**SALARY: \$109,181.80 annual**

*This is a Non-competitive appointment under the **Hiring Emergency Limited Placement (HELP) Program**.  
Appointment will mature into a permanent, Competitive position, without testing, upon the successful completion of a 52-week probationary period.*

❖ **Candidates for this position may also be eligible for the NYS Healthcare Access Loan Repayment (HEALR) program providing up to \$50,000 for Nurse Practitioners. [NYS Department of Health "Healthcare Access Loan Repayment \(HEALR\) Program" web page](#)**

This is a clinical and supervisory position that involves the responsibility for the oversight of health care nursing services of a specialized nature in a sexual and reproductive health clinic. The incumbent supervises, instructs, and guides the paraprofessional staff of the Family Planning Clinic. Work is performed under the general direction of the Director of Public Health or the Deputy Director of Public Health, with wide leeway for the exercise of independent judgment in carrying out the duties of the position. Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the policies, practices, and procedures involved in family planning; Sound clinic skills and experience managing clinic staff; Good knowledge of principles and practices of supervision and training; Good communication and leadership skills; Ability to work effectively with employees and staff of external agencies; Ability to maintain records and make verbal and written reports; Good powers of observation; Mental alertness; Tact; Courtesy.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Master's degree, which prepares registered professional nurses to provide primary health care services or a program determined to be equivalent by the New York State Department of Health, **and** four (4) years of experience as a Nurse Practitioner or Midwife in Family Planning or OB-GYN; **OR**
- B. Possession of a Bachelor's degree in nursing, **and** five (5) years' experience as a Registered Professional Nurse, including clinic supervision in an emergency room or OBGYN setting; **OR**
- C. Seven (7) years of experience as a Registered Professional Nurse, including clinic supervision in an emergency room or OB-GYN setting.

**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 that 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.

**SPECIAL REQUIREMENTS:**

1. Current license issued by the New York State Education Department to practice as a registered professional nurse.
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.

**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.

Submission of a Greene County employment application is **REQUIRED**, which shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. ***You may include a resume, but do not substitute a resume only.***

**Applications can be obtained at:** <https://greenecountyny.gov/wp-content/uploads/2025/09/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414, or [hr@greenecountyny.gov](mailto:hr@greenecountyny.gov).

**NOTE:** Applicants or those eligible for original appointments to positions in the classified service in Greene County Government, who receive a conditional offer of employment, must successfully pass a background check and drug screen.