

## SUPERVISING COMMUNITY HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising, instructing, and guiding nurses and auxiliary personnel in providing quality nursing services involving the planning, evaluation, and provision of nursing care in a variety of settings that provide guidance in health practice for individuals and families. The work is performed under the general supervision of the Director of Patient Services or the Public Health Director. A Supervising Community Health Nurse does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises nursing practice to insure a high quality of professional service;
- Oversees the planning, implementation, and coordination of individual health care arrangements;
- Assists in the planning, implementation, and evaluation of agency nursing programs;
- Makes contact as necessary with physicians, nurses, patients, and relatives of patients regarding the care of patients and related matters;
- Recommends staffing, equipment, and supplies needed to carry out patient services;
- Maintains current knowledge of developments in medical science and community health nursing in order that necessary adaptations may be promptly initiated and effectively executed;
- Maintains medical documentation consistent with agency, State, and federal requirements;
- Reviews individual records to confirm diagnoses, and/or ensure that treatments are appropriate for diagnoses and that records are properly maintained;
- Assists in the planning and conducting of training programs for nursing staff;
- Participates in surveys, studies, and research in the field of public health;
- Oversees the scheduling of nursing staff in order to insure availability of emergency and weekend care;
- Reviews and prepares records and appropriate reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of acceptable standards of practice for registered nurses; thorough knowledge of communicable disease control; good knowledge and understanding of the behavior of individuals throughout the normal life span; working knowledge in normal growth and development; good knowledge of the application of nursing care in accordance with acceptable standards of practice; ability to plan and supervise the work of nurses and others assigned to carry out health care plans; tact; good judgement; emotional stability, initiative, and resourcefulness; good health, physically and mentally, which allows for the performance of the essential functions of the position.

MINIMUM QUALIFICATIONS: Possession of a license and current certification to practice as a Registered Professional Nurse in New York State and EITHER:

- A.) Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in nursing, or a health or human services field and two years of experience in home care nursing.;

OR

- B.) Successful completion of six semester credit hours of study in public health and principles of management and four years of experience in home care nursing.

(Minimum qualifications pursuant to the State Hospital Code, Title 10 NYCRR, Part 700.2.)

*SPECIAL REQUIREMENT FOR APPOINTMENT:* Possession of a New York State Driver's License.

CATTARAUGUS COUNTY CIVIL SERVICE

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