

ASSISTANT SUPERVISING PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: An Assistant Supervising Public Health Nurse under the general supervision of a Supervising Public Health Nurse and the Director of Patient Services has the responsibility for the provision of nursing services and supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care in the Hospice Program. The Assistant Supervising Public Health Nurse assists the Supervising Public Health Nurse in the planning, implementing, coordinating and evaluating the nursing program. The work may include assignments which require the incumbent to accept direct care responsibility for clients of the agency. Supervision over the work of assigned professional or auxiliary personnel and clerical staff is required in this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists the Supervising Public Health Nurse in planning, implementing, coordinating and evaluating the nursing program within the agency;
- Supervises nursing practice to ensure a quality of professional services and maintenance of agency standards and policies;
- Assists the Supervising Public Health Nurse in planning and conducting educational programs for nursing staff;
- Plans for ongoing evaluation of staff and services;
- Participates in professional conferences and community programs;
- Reviews and compiles records and reports under the direction of the Supervising Public Health Nurse;
- Assists in developing manuals, guides and informational materials for nursing staff use;
- May be assigned to accept direct care responsibility for clients of the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current public health nursing practice and supervision; thorough knowledge of the epidemiological approach to the prevention and control of disease; working knowledge of the administrative organization of community facilities; skill in the application of nursing procedures and techniques of patient care; ability to plan and direct the work of others; ability to establish and maintain cooperative working relationships; ability to communicate effectively; ability to accept and utilize guidance; ability to perform duties in accordance with ANA Code for Professional Nurses; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION - One year of permanent competitive class service as a Public Health Nurse **AND** two years of full-time, or equivalent part-time, paid professional nursing experience in a certified hospice program.

OPEN-COMPETITIVE - Three years of full-time, or equivalent part-time, paid experience as a Public Health Nurse or a Registered Professional Nurse in a certified hospice program.

SPECIAL REQUIREMENT: Licensure and current registration to practice as a Registered Professional Nurse in New York State.