

NURSE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The (Hospice) Nurse Coordinator under the general supervision of the Hospice Program Director and the Public Health Director has the responsibility for the provision of nursing services and supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care. The (Hospice) Nurse Coordinator assists in 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 Hospice. Supervision over the work of assigned professional or auxiliary personnel, clerical staff and volunteers is required in this position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in planning, implementing, coordinating and evaluating the nursing programs within Hospice;
- Supervises nursing practice to ensure a quality of professional services and maintenance of agency standards and policies;
- Assists Hospice Program Director in planning, coordinating and conducting educational programs for nursing staff;
- Plans for ongoing evaluation of staff and services;
- Participates in surveys, studies and research in the field of Hospice and care of the terminally ill;
- Participates in professional conferences and community programs;
- Reviews and compiles records and reports under the direction of the Hospice Program Director;
- 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 & PERSONAL CHARACTERISTICS:

Thorough knowledge of current nursing practice and supervision; thorough knowledge of the management of all phases of terminal care and management of pain control; 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:

EITHER: (A) A bachelor's degree in nursing from a regionally accredited college or university or one recognized by the New York State Education Department **AND** four (4) years of professional nursing experience, two (2) years of which must have been in a supervisory or administrative capacity;

OR (B) Graduation from an accredited school of professional nursing **AND** six (6) years of professional nursing experience, two (2) years of which must have been in a supervisory or administrative capacity.

SPECIAL REQUIREMENT: Candidates must possess a license and current registration by the State of New York to practice as a Registered Professional Nurse at the time of appointment.

Competitive Class

Adopted 12/12/95 Personnel Officer