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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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Phone (716) 753-4237 • Fax (716) 753-4686 • Website [www.chqgov.com](http://www.chqgov.com)

### **REGISTERED PROFESSIONAL NURSE II (PUBLIC HEALTH)**

**Full-Time w/Benefits**

**35 Hrs./Wk.**

**Salary Starts @ \$25.20/Hour**

Chautauqua County Department of Health and Human Services is actively seeking candidates to fill A Registered Professional Nurse II (Public Health) position working out of the Chautauqua County Jail in Mayville, New York.

This position is full-time, 35 hours per week starting at \$25.20/hour. Chautauqua County also offers a comprehensive benefit package including Dental, Health, and Vision insurance, Employee Assistance Program, Retirement Savings Programs, Paid Time Off and much more.

This position will be filled from approved applications received.

All applicants must meet the minimum qualifications listed below and MUST submit an application available on the Chautauqua County Government's website: [www.chqgov.com](http://www.chqgov.com) click on "Employment" in order to be considered for the position. No resumes, emailed or faxed applications will be accepted.

Please mail completed applications to:

Chautauqua County Department of Human Resources

Gerace Office Building

3 North Erie St – Rm 144

Mayville, NY 14757

#### **REGISTERED PROFESSIONAL NURSE II (PUBLIC HEALTH) JOB DESCRIPTION AND MINIMUM QUALIFICATIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the professional nursing care of patients in accordance with established policies and procedures. Positions in this class carry out public health services and support related County programs in a variety of settings including the County Jail, Mental Hygiene clinics, Public Health Clinics and in the field. Nursing care including maternal and child health, adult health, health education, counseling, and case management is provided to individuals and their families under the direction of a qualified physician and in accordance with the current accepted standards of nursing practice. Work is performed under the general supervision of a supervising nurse, nurse practitioner or physician's assistant. May be required to work shifts and/or weekends and travel in the field. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

- Provides nursing care to individuals in the County Jail;

- Staffs and generally assists physicians, nurse practitioners and physician's assistants in public health clinics;
- Performs health assessments, including the gathering of health history information and general physical examination;
- Manages inmate and clinic patient medications including, ordering, inventory monitoring, storage, security and return of prescription medications and other general medical supplies;
- Assess with assistance from Psychiatrist the medico-psychological condition of the patient;
- Transcribes physician's orders to medical charts and files and performs all related record keeping for same;
- Counsels patients regarding the reproductive anatomy, the prevention of sexually transmitted diseases/HIV, and contraceptive methods; obtains informed consent;
- Counsels patients in health habits, family planning, medical aspects, and daily living habits;
- Performs pregnancy testing, provides all option counseling and referrals;
- Reviews immunization history and administers needed immunizations according to New York State guidelines;
- Dispenses and/or administers prescribed contraceptives and/or medications according to Nurse Practitioner instructions or Medical Doctor standing orders;
- Assesses developmental status of infants and toddlers;
- Conducts social and medical evaluations in conjunction with nursing home placements and personal care services provided in the client's home;
- Develops a plan of care and counsels the client, family and/or caregiver on community long-term service and support options, makes appropriate referrals to medical or community services and arranges for services from other providers when appropriate;
- Establishes a relationship with individuals and families to persuade them to avail themselves of recommended social services;
- Prepares nursing records and reports for insurance reimbursement;
- Coordinates patient services with other disciplines;
- Enters case activity into medical records system using a keyboard and retrieves information as needed;
- Keeps records, prepares reports and other related documents;
- Works with mental health forensic programs related to, but outside of the jail facility;
- Works with other Department of Mental Health forensic staff to divert mentally ill and MICA individuals from jail and to assist in removal of same individuals from jail incarceration;
- Provides documentation of specific interventions and is responsible for medical records;
- Provides follow-up services to released inmates.
- May assign tasks to lower-level care givers.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of professional nursing responsibilities including the medical and legal aspects of nursing; good knowledge of professional nursing practices and techniques and their relation to medical and surgical practice; good knowledge of medical asepsis, nutrition and pharmacology; ability to develop and use computer skills appropriate to the position; ability in the application of techniques; ability to follow technical oral and written instructions; ability to keep records and make reports; good powers of observation; sympathetic attitude toward the sick; ability to communicate both orally and in writing; physical condition commensurate with the demands of the position.

**MUST MEET MINIMUM QUALIFICATIONS:** Possession of a license issued by the State of New York to practice as a Registered Professional Nurse at the time of application, appointment, and during service in this classification, and six (6) months experience as a Registered Professional Nurse.

**SPECIAL REQUIREMENT:** Ability to meet the regular transportation requirements in carrying out field work assignments at time of appointment and during service in this classification.

**NOTE:** Candidates who possess credentials from other states for which New York maintains reciprocity will be approved conditionally pending proof of New York State Certification.

Equal Opportunity Employer