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## CHAUTAUQUA COUNTY DEPARTMENT OF HUMAN RESOURCES

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

### **REGISTERED NURSE SUPERVISOR I (PUBLIC HEALTH)**

**Full-Time w/ Benefits  
35 Hrs./Wk. @ \$27.09/Hour**

Interested candidates **MUST** complete a Chautauqua County Application for Employment and/or Examination available at [chqgov.com](http://chqgov.com) click on "Employment." Resumes will not be accepted unless accompanied by an original application. Once application is complete, print and send to the Chautauqua County Department of Human Resources office for consideration.

**Only applicants meeting minimum qualifications listed below will be considered for appointment.**

**DESCRIPTION OF POSITION:** The Chautauqua County Department of Health and Human Services is urgently seeking to fill one Registered Nurse Supervisor I (Public Health) to work out of the Mayville, NY office. The Registered Nurse Supervisor I (Public Health) position is distinguished by the need for maturity, leadership skills, problem-solving abilities and the exercise of independent judgment and decision-making. The work is distinguished by the assignment of significant program coordinative, supervisory, or management functions for part or the entire county. This class is constructed to function in the capacity of a public health nurse 1 as defined in 10 CRR-NY 11.40. Supervision may be exercised over registered professional nursing staff, health aides and clerical staff. Does related work as required.

Provisional Full-Time candidate will be subject to and depend upon the outcome of a future dated Civil Service examination for this title.

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

- Interviews and counsels patients and/or families in a variety of settings regarding reproductive anatomy, the prevention of sexually transmitted diseases/HIV, and contraceptive methods;
- Takes medical history, makes nursing assessment, conducts general health counseling and education aimed at the prevention of illness and the attainment of optimal health;
- Performs pregnancy testing, provides all option counseling and referrals;
- Takes vital signs, performs physical examination, tuberculin skin testing, venipuncture and takes laboratory specimens as required by clinic protocol;
- 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;
- Provides appropriate referral information;
- Plans for, supervises and coordinates a health program or significant component element of a health program;
- Supervises the daily work activities of subordinate staff;
- Reviews patient records for accuracy and completeness, reviews lab reports and initiates follow-up;
- Assists with the orientation of new personnel;
- Performs or oversees the ordering of vaccine/medication/clinic supplies and the stocking of exam and interviewing rooms;
- Serves as a resource person for other staff members;
- Provides community contacts and education as necessary;
- Performs case management for patients or families as necessary;
- Performs related record keeping and assists with monthly statistical reports;
- Performs communicable disease investigation and epidemiological follow-up.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of nursing principles and techniques in their relation to medical practice; thorough knowledge of current public health nursing practices and clinic protocol; Good interviewing, education and counseling skills; ability to plan

and coordinate nursing care for individuals, families and groups; ability to plan and supervise the work of others; ability to organize and plan programs and evaluate effectiveness of programs; ability to keep thorough and accurate nursing records and make reports; ability to interact effectively with a wide range of clientele and to establish and maintain cooperative working relationships with other staff members; expertise in assigned program areas; leadership skills; problem solving abilities; ability to make decisions independently; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's degree in Nursing from a regionally accredited or New York State registered four year college or university.

**SPECIAL REQUIREMENTS:**

1. 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.
2. 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. Qualifications are written to meet those contained in 10 CRR-NY 11.41 for a public health nurse 1.

Equal Opportunity Employer