

PUBLIC HEALTH NURSE (HELP Program)

Duties and Responsibilities

This class of positions encompasses professional work in the public health nursing field. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under supervision, performs public health nursing duties in public health programs which may include assignments in the community, in school health, child health, maternity services, homeless health, tuberculosis clinics, and/or other specialized nursing programs; makes home visits.

Examples of Typical Tasks

Applies the nursing process to meet the needs of clients, families, and communities.

Interviews clients and families.

Performs physical health assessments.

Performs program-specific diagnostic screening tests, which may include venipuncture.

Administers immunizations and medications.

Performs case-finding activities; counsels, refers, and follows up on cases.

Serves as a consultant on health matters to other professionals, paraprofessionals, and the community.

Establishes contact with other agencies, and maintains intra- and inter-agency working relationships.

Develops and conducts individual and group health education activities.

Keeps records; prepares and reviews statistical and narrative reports, as required. May make assignments to team members and monitor their performance.

In the temporary absence of the supervisor, may be assigned to perform some of the duties of that position.

PUBLIC HEALTH NURSE (HELP Program) (continued)

Assignment Level II (See SPECIAL NOTE B under Qualification Requirements)

Under general supervision, supervises the operations of one or more clinics or health programs; supervises assigned Public Health Nurses and other professionals and paraprofessionals; acts as an intra- and inter-agency liaison.

Examples of Typical Tasks

Supervises the activities of assigned Public Health Nurses and other assigned staff.

Supervises staff, including nurses, laboratory technicians, community service workers, and other health professionals by scheduling work assignments, monitoring staff performance, and conducting quality assurance and improvement activities, explaining and implementing new policies, providing training, monitoring time and leave, and writing evaluations.

Holds meetings with individuals and groups to describe available services and explain health code regulations.

Compiles statistics and writes reports describing clinic or program operations. Assists in research projects as necessary.

Conducts community assessment of disease patterns utilizing demographic information and social service resources.

In the temporary absence of the supervisor, may be assigned to perform some of the duties of that position.

Assignment Level III (See SPECIAL NOTE B under Qualification Requirements)

Under direction, directs a public health nursing program in a designated district or similar assigned area.

Examples of Typical Tasks

Manages one or more community based public health teams or public health clinics, or directs delivery of public health services to schools in a New York City school district.

PUBLIC HEALTH NURSE (HELP Program) (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Reviews nursing activities, services and needs with program managers.

Participates in studies and research related to public health programs and improvement of nursing practices.

Plans in-service education programs in cooperation with the central education staff.

Maintains cooperative relations with local community agencies.

Arranges for nursing consultant services. Prepares reports on nursing activities and needs.

In the temporary absence of the supervisor, may be assigned to perform some of the duties of that position.

Qualification Requirements

1. A Bachelor's of Science degree in Nursing from a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices; and
2. A license and current registration to practice as a Registered Professional Nurse in New York State. This license must be maintained for the duration of employment.

SPECIAL NOTE A

For appointment to School Health, individuals must be able to perform Cardio-Pulmonary Resuscitation (CPR).

PUBLIC HEALTH NURSE (HELP Program) (continued)

SPECIAL NOTE B

For assignment to Assignment Levels II and III, in addition to meeting the Qualification Requirements described above, individuals must meet the supervisory level qualification requirements set forth in Section 11.42 of the New York State Sanitary Code.

NOTE:

This title is classified in the non-competitive class for a 12 month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into Public Health Nurse (51011) as permanent competitive class employees.