



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**Registered Professional Nurse  
Mental Health Department  
\$24.336 per hour**

**Full benefits package including NYS Retirement**

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

### MINIMUM QUALIFICATIONS:

Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

Licensure and current registration to practice as a Registered Professional Nurse in New York State

One (1) year of paid nursing experience preferred. (Experience in a clinic or community practice setting is preferred).

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Incumbents will be required to possess a valid, appropriate level New York State driver's license at time of appointment, and maintain this license throughout the tenure of employment in the position.

Incumbent will be required to complete and pass NYS Justice Center pre-employment clearance.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:  
**November 3, 2017**  
Or Until Position Is Filled

**FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....**

## **DISTINGUISHING FEATURES OF THE CLASS**

This position involves responsibility to provide nursing and counseling services to individuals, families, and groups who are experiencing problems associated with alcohol, drug or gambling disorders. Nursing actions are directed toward the goals of screening, assessment, risk reduction, and treatment planning for health status improvement specific to individualized needs. Interventions occur at individual, family, community and system levels depending upon the responsibilities of the issues involved. The work is performed under the general direction of the Prevention & Treatment Program Director of Seneca County Addictions Program. Candidate will perform related work as required.

## **ESSENTIAL DUTIES**

- Identifies the health status of individuals served through intake, screening and evaluation to establish related determinants of health and wellness utilizing a biopsychosocial approach; knowledge used to inform, educate, and make referrals as appropriate.
- Convey public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served.
- Serve as the Health Care Coordinator as defined by OASAS;
- Provide and collect statistical data and reports
- Develop presentations to teach classes/groups who are experiencing problems associated with alcohol, drug, gambling disorder or dual diagnosis (substance use and mental illness) disorders”
- Perform health assessments and complex care coordination activities with community based providers
- Promotes the wellness of the individual, family, and community; participates in audits, process improvement, and quality assurance/improvement programs
- Collaborates with community partners to promote the health of the population
- Aid in the prevention and control of communicable diseases through screening, education and referrals with case follow-up
- Complete and maintain activity records and patient files in compliance with program policy and oversight regulations
- Facilitate specimen collection; assist Medical providers as needed to include injection, medication observation/reconciliation and other duties as assigned

## **KEY COMPETENCIES**

### **Analysis/Assessment Skills**

- Identifies the health status of special populations and their related determinants of health and illness.
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social or economic conditions that adversely affect health
- Ability to develop individualized treatment plans toward direct intervention and therapeutic services identified in biopsychosocial assessment;
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.

### **Policy Development/Program Planning Skills**

- Collaborates in the development, implementation and evaluation of evidence-based practices and programs with team members and partnering agencies.
- Applies strategies for continuous individual and departmental performance management and quality improvement.

### **Communication and Cultural Competency Skills:**

- Delivers linguistically and culturally appropriate information to target audiences including individuals, families and groups using a variety of approaches.
- Appropriately solicits community-based input from individuals and organizations to collaborate care.

- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.
- Ability to prepare oral and written reports on activities and cases; ability to maintain accurate case records and documents;
- Ability to develop and present workshops and community education program;

**Community Dimensions of Practice Skills:**

- Maintains partnerships with key stakeholders and collaborates with community partners to promote the health of the population.
- Gathers input from special populations and community to assist in the development of policy and program for the community.

**Public Health Science Skills:**

- Applies basic public health sciences (biostatistics, epidemiology, environmental health, social and behavioral health) to practice.
- Thorough knowledge of principles, practices and procedures used in the development of clinic and community-based Treatment Plans; good knowledge of the various bio-psycho-social aspects of substance abuse/dependency, including the pharmacology of substance use and medication assisted therapies.
- Working knowledge of family structure, roles, problems and responses; ability to establish a rapport with alcohol/chemically involved clients and their families, educators, mental health professionals, criminal justice officials and the general public
- Retrieves scientific evidence from text and electronic sources

**Financial Planning and Management Skills:**

- Adheres to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources.
- Participates in the reporting of program performance.

**Leadership and Systems Thinking Skills:**

- Adheres to applicable Occupational Safety and Health Administration standards.
- Contributes to a work environment where performance management and continuous quality improvement exists.
- Uses individual, team and organizational learning opportunities for personal and professional development and contributes to the growth of coworkers.

If you are unable to apply online,  
Applications May Be Obtained From and Returned To:  
Seneca County Personnel Office,  
1 Di Pronio Drive, Waterloo, NY 13165

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