



*Seneca County*  
*Personnel Department*

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WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **REGISTERED PROFESSIONAL NURSE**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. Please indicate on your application the type of employment you are seeking (i.e. full-time, part-time, temporary, or substitute)

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

**Please enter any of the following as your response:**

- Romulus Central School District (RCSD)
- Seneca County Mental Health Department (MH)
- Seneca County Public Health Department (PH)
- Seneca County Sheriff's Department (SCSD)
- Seneca Falls Central School District (SFCSD)
- South Seneca Central School District (SSCSD)
- Waterloo Central School District (WCSD)

**PLEASE NOTE:** Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. If the position for which you are applying is in a school district. Please contact the school district for availability and salary information.

**RESIDENCY:** Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

**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.

In Public Health Department incumbent must be able to be fitted and wear NIOSH 95 mask.

In Mental Health Department, Incumbent will be required to complete and pass NYS Justice Center pre-employment clearance.

In Seneca County Jail, must possess and maintain possession of a valid CPR certification.

### **Special Requirement for Appointment in School Districts and BOCES**

Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

## **DISTINGUISHING FEATURES OF THE CLASS**

Specific to Public Health Department: This position involves responsibility to provide public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Public Health nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the program or issues involved. The work is performed under the general direction of a Director/Deputy Director of Public Health. Incumbent will perform related duties as required.

Specific to Mental Health Department: 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. Incumbent will perform related duties as required.

Specific to Seneca County Jail: This position performs professional nursing services in the care and treatment of jail inmates. The work is performed under the general direction of the Head Jail Nurse. Incumbent will perform related duties as required.

Specific to School Districts: This is a professional nursing position involving responsibility for giving care to students and for performing related nursing services such as pupil health screening and notification of defects and communicable disease control requiring judgement and skills. The work is performed under the general direction of a School Physician or School Nurse-Teacher. Supervision may be exercised over the work of clerical assistants. Incumbent will perform related duties as required.

## **ESSENTIAL DUTIES**

- Conveys 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;
- Identifies the health status of those served and their related determinants of health, and uses this knowledge to educate, inform and make referrals as appropriate.
- Collaborates with community partners to promote the health of the population
- Aids in the prevention and control of communicable diseases through education and epidemiological investigations and performs case follow-up
- Completes and maintains activity records, patient files, and program records in program policy and oversight regulations
- Provide and collect statistical data and reports.

### **Specific to Public Health Department:**

- Teaches classes, addresses groups and participates in community planning related to nursing and health
- Develops demographic, statistical, programatic and scientific presentations, brochures, and products
- Assists in the assessment of the health of the community; promotes the wellness of the individual, family, and community; participates in audits, process improvement, and quality assurance/improvement programs
- Participates and/or leads program planning, implementation and evaluation
- Compiles and uses records, reports and statistical information for evaluation and planning of the assigned program
- Participates in immunization programs; participates in quality assessment and feedback activities to raise immunization coverage levels, facilitate provider education programs to maximize office-based immunizations
- Administers immunizations and biologics, and performs procedures such as venipuncture and specimen collection; and
- Participates in emergency preparedness planning and response efforts.

### **Specific to Mental Health Department:**

- Serve as the Health Care Coordinator as defined by OASAS;
- 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
- Facilitate specimen collection; assist Medical providers as needed to include injection, medication observation/reconciliation.

### **Specific to Seneca County Jail:**

- Prepares and applies dressings and gives medication and nursing treatment as prescribed by physicians;
- Is responsible for the care of inmates including making medical rounds;
- Carries out therapeutic treatments as ordered by the physician or physician’s assistant, including the giving of medications;
- Is responsible for observing symptoms and carrying out diagnostic procedures as ordered by the physician;
- Instructs inmate in regard to his/her diet, health habits, the carrying out of treatments, and rehabilitative measures as authorized by the physician;

- Makes a contact with appropriate welfare or health agencies as necessary to assure the inmates needed service or follow up care;
- Performs related services for inmates in the prevention of disease and the attainment of maximum health.

**Specific to Seneca County School Districts:**

- Assists the School Physician in physical, visual and auditory screening examination of students and employees;
- Administers first aid and emergency treatment to students and employees;
- Assists at school immunization clinics;
- Arranges to transport sick or injured students or employees to hospital, home, doctors or dentist’s office in cases of emergency;
- Inspects the school, playground, cafeteria and reports on general sanitary conditions;
- Orders, inventories and oversees the storage of first aid and related health supplies and equipment;
- Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;
- Prepares hearing, eyesight and medical reports for transmission to parents;
- May discuss medical records with counselors, teachers, physicians, etc;
- Prepares medical reports for CSE;
- Attends study support team meetings as required;
- Develops health care plans as necessary;
- Assists building principles with staff in-service relative to health related issues;
- Member of district wellness and crisis intervention teams.

**KEY COMPETENCIES**

This position is aligned with current Core Competencies for Public Health Professionals published by The Council on Linkages between Academia and Public Health Practice.

**Analysis/Assessment Skills**

- Identifies the health status of 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
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.
- In the Public Health Department, participates in community assessment; can distinguish between quantitative and qualitative data; understands incidence and prevalence, knows how to access basic public health data and information.
- In the Mental Health Department, develops individualized treatment plans toward direct intervention and therapeutic services identified in biopsychosocial assessment.

**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.
- In the Public Health Department, understands how policy options can influence public health programs.

**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 the community to inform the development of public health policy and programs and informs the public regarding policies, programs and resources.

**Public Health Science Skills:**

- Applies basic public health sciences (biostatistics, epidemiology, environmental health, social and behavioral health) to policy development and programs.
- Retrieves scientific evidence from text and electronic sources
- In Public Health Department, knowledgeable regarding public health laws, regulations and policies.
- In Mental Health Department, 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.
- In Mental Health Department, 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

**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:**

- Demonstrates knowledge of applicable nursing techniques and nursing practice.
- 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.