

ASSISTANT DIRECTOR OF PUBLIC HEALTH NURSING

GENERAL STATEMENT OF DUTIES: Assists in planning, organizing, implementing, coordinating, directing and evaluating public health nursing programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Assistant Commissioner of Health for Nursing Services, the Director of Nursing for Preventative Health Services and the Director of Nursing for Home Health Services, an incumbent of this administrative nursing position actively participates in planning, initiating, implementing and directing public health nursing programs designed to meet local needs for a specific geographic area. Supervision is exercised through Supervising Public Health Nurses over the work of a large number of Nursing and Auxiliary personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists the Assistant Commissioner of Health for Nursing Services, the Director of Preventive Services and the Director of Home Care Services in planning, initiating and directing nursing care programs;

Acts for the Directors of Preventive Services and Patient Care Services in their absence;

Assists in developing, implementing and evaluating the nursing service, in relation to the total health program;

Assists in preparation of the budget, cost studies and the formulation of fiscal policies;

Provides consultation to supervising public health nurses and staff in patient care management;

Participates in recruitment, employment and assignment of nursing staff;

Plans and coordinates in-service education programs for nursing staff;

Provides educational guidance for nursing staff;

Promotes use of interpersonal skills that enable supervising public health nurses to better understand, motivate and guide staff;

Initiates and participates in multi-disciplinary conferences when needed;

Develops manuals, guides and other informational materials for use by nursing staff;

Assists in planning with nursing schools and universities for the implementation of student education programs;

Establishes health programs in day care centers, and provides for on-going nursing service;

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EXAMPLES OF WORK: (Cont'd):

Serves on professional and medical advisory committees and boards of official and voluntary agencies;

Assists in developing and implementing contractual agreements with other health and allied facilities;

Directs nursing personnel assigned to neighborhood health centers, Continuity of Care and other specialized programs, e.g., methadone maintenance clinics, family planning clinics, and maternity clinics;

Assists agencies to comply with federal and state standards for certification as home health agencies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of current nursing practice and administration, public health programs and administration, and health economics and legislation; comprehensive knowledge of community organization; working knowledge of research methods; ability to plan, organize and direct the activities of others; ability to interpret existing and proposed health programs as they affect nursing; ability to work cooperatively with others; ability to communicate effectively; ability to perform duties in accordance with the American Nurses Association Code for Professional Nurses; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Master's Degree* in Nursing or a related field including or supplemented by courses in supervision and administration and four years of Nursing experience in a supervisory or administrative capacity, two years of which were in a home health agency providing direct nursing services.

SPECIAL REQUIREMENT FOR APPOINTMENT: Certification as an Assistant Director of Nursing in accordance with Sections 11.49 and 11.50 of Part II of the New York State Sanitary Code.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C0100
Job Group: XIII