

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 05/18/06

### **ASSISTANT SUPERVISING PUBLIC HEALTH NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** An Assistant Supervising Public Health Nurse has the responsibility for the provision of nursing services and for the supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care. The Assistant Supervising Public Health Nurse assists the Supervising Public Health Nurse in planning, implementing, coordinating and evaluating the nursing program. The work may include assignments which require the incumbent to accept direct care responsibility for clients of the agency. The incumbent in this class performs under the general supervision of the Supervising Public Health Nurse. Supervision over the work of assigned professional or auxiliary personnel and clerical staff is required in this position. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists the Supervising Public Health Nurse in planning, implementing, coordinating and evaluating the nursing program within the agency;  
Supervises nursing practice to ensure a quality of professional services and maintenance of agency standards and policies;  
Assists the Supervising Public Health Nurse in the guidance and supervision of nursing staff;  
Assists the Supervising Public Health Nurse in planning, coordinating and conducting educational programs for nursing staff;  
Plans for ongoing evaluation of staff and services;  
Assists in supervising certified home health agency and public health programs in an assigned functional or geographic area;  
Participates in surveys, studies and research in the field of public and home health;  
Participates in professional conferences and community programs;  
Reviews and compiles records and reports under the direction of the Supervising Public Health Nurse;  
Assists in developing manuals, guides and informational materials for nursing staff use;  
May be assigned to accept direct care responsibility for clients of the agency.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of current public health nursing practice and supervision; good knowledge of the epidemiological approach to the prevention and control of disease; working knowledge of the administrative organization of community facilities; skill in the application of nursing procedures and techniques of patient care; ability to plan and direct the work of others; ability to establish and maintain cooperative working relationships; ability to communicate effectively; ability to accept and utilize guidance; ability to perform duties in accordance with ANA Code for Professional Nurses.

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**MINIMUM QUALIFICATIONS:** Candidates must possess a limited permit to practice **OR** a licensure and current registration to practice as a Registered Professional Nurse in New York State at time of appointment; **AND** Either

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nursing from an approved program or a non-approved program supplemented by content which can be equated to the approved program, **AND** one (1) year of experience as a public health nurse or a community health nurse in a certified home health agency or a long-term health care program;  
**OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing from an approved program or a non-approved program supplemented by content which can be equated to the approved program, **AND** two (2) years of experience as a public health nurse or a community health nurse in a certified home health agency or a long-term health care program.

**NOTE:** Verifiable part-time and/or volunteer experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment, to meet the transportation requirements of the job.

Adopted: 09/28/89  
Revised: 04/14/93, 11/06/95, 12/13/01, 05/18/06

*Title in promotional series: Registered Professional Nurse, Public Health Nurse, Assistant Supervising Public Health Nurse, Supervising Public Health Nurse*