

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 01/17/2020

## **NURSE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving the coordination of professional nursing and other related nursing duties within a department or unit office. The incumbent coordinates activities within the department/unit, including staff performance and workflow and measures outcomes of services provided by the staff. The incumbent also is responsible for writing department/unit policies and procedures. The incumbent works under the supervision of the Director, with wide leeway given for the exercise of independent judgement. Supervision is exercised over the work of subordinate employees. The incumbent performs related work as required.

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

Provides oversight and monitoring of all functions and related duties of the department/unit, including the supervision and administration of work assignments of subordinate staff;

In a school setting, performs professional nursing duties and provides first-aid care to students;

Instructs staff in administering and rendering service and insures that directions are followed in accordance with Director's instructions;

Reviews and evaluates staff's performance;

Instructs clients, as needed, in regard to diet, health habits and the carrying out of treatments;

Monitors service delivery outcomes to assure prompt, comprehensive and effective client Service;

Identifies system deficiencies and assists the Director in program and policy development to meet those needs;

Manages client problem/crisis situations;

Reviews, compiles and completes assigned and required records and reports;

May coordinate, in supervisory meetings, which will include case conferences, admissions and other client planning sessions;

May interview applicants and make recommendations for employment;

May make contracts, through established procedures with appropriate welfare of health agencies, to assure needed service of follow-up care;

May perform diagnostic procedures and therapeutic treatments as ordered by a physician;

May provide consultation and in-service education to staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of current nursing care; good knowledge of administrative organization; skill in the application of current nursing procedures and techniques of case management; ability to plan and coordinate nursing care for individuals, families and groups, and supervise nursing personnel assigned to assist with this care; ability to communicate effectively; ability to establish and maintain cooperative working relationships; ability to accept and utilize guidance; ability to perform duties in accordance with ANA code for Professional Nurses; mental alertness; good judgement.

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**MINIMUM QUALIFICATIONS:** Licensure and current registration to practice as a Registered Professional Nurse (RPN) in New York State **AND** either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing **AND** two (2) years of experience as an RPN, which shall have been in a supervisory capacity; **OR**
- (B) Five (5) years of experience\* as an RPN, two (2) years of which shall have been in a supervisory capacity.

Adopted: 05/09/2001

Revised: 04/18/2016; 01/17/2020