

GREENE COUNTY CIVIL SERVICE COMMISSION
411 MAIN STREET, CATSKILL, NEW YORK 12414
518-719-3253 – www.greenegov.com

**Announces an
OPEN-COMPETITIVE CONTINUOUS RECRUITMENT EXAMINATION FOR
PUBLIC HEALTH NURSE**

NON-REFUNDABLE FILING FEE: A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction.
CASH IS NOT ACCEPTED

LOCATION OF POSITION: Greene County Department of Public Health; the list resulting from this examination will be used to fill vacancies as they occur within that Department.

RESIDENCY REQUIREMENTS: There are no residency requirements for filling applications, but preference in appointments may be given to Greene County residents. (C.S. Law #23, Para 4, Sub Para 4-a)

SALARY: \$28.54 per hour for 2020 ---- salaries will vary depending on date/year of appointment

DISTINGUISHING FEATURES OF THE CLASS: Under supervision of a Supervising Public Health Nurse, performs public health nursing activities involving responsibility for assessing nursing needs and implementing the plan of care for individuals and families. May serve as a team leader in the provision of nursing services. May supervise professional or auxiliary nursing staff.

EXAMPLES OF WORK: (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families; Serves as a team leader in the provision of nursing services; Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care; Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems; Provides nursing services in clinics and schools; Teaches classes, addresses groups and participates in community planning related to nursing and health; Participates in the conduct of surveys and studies related to health matters; Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

MINIMUM QUALIFICATIONS:

- A. Bachelor's degree in nursing from an approved school acceptable to the New York State Department of Health preparing graduates for beginning positions under supervision; **OR**
- B. Bachelor's degree in nursing from a non-approved school supplemented by content, which equates to the program of an approved school.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a New York State Registered Professional Nurse's license. Possession of the license at the time of permanent appointment and possession of a valid NYS driver's license at the time of appointment.

NOTE: A Public Health Nurse may not be appointed until satisfactory evidence of possession of the above requirements has been presented to and approved by the State Department of Health.

EVALUATION OF TRAINING AND EXPERIENCE

SUBJECTS OF THE EXAMINATION: The only subject of examination will be an evaluation of your training and experience. Therefore, you are asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position. In your *summary of training*, include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued. In your *summary of experience*, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified. **ALL SECTIONS OF THE APPLICATION MUST BE COMPLETED. A RESUME WILL BE ACCEPTED ONLY AS A SUPPLEMENT TO THE APPLICATION, NOT A SUBSTITUTE FOR IT.**

APPLICATIONS ARE ACCEPTED CONTINUOUSLY: For applications, please contact this office at the above address or visit our web site @ www.greenegov.com.