

ASSISTANT DIRECTOR OF PATIENT SERVICES

LOCATION: Tioga County Public Health Department
CLASSIFICATION: Competitive
SALARY: CSEA – Salary Grade XV
ADOPTED: 1995; Revised 9/01, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative nursing position which involves the responsibility of assisting the Director of Patient Services in the administrative and professional operations of the agency. The incumbent is associated with the administrative direction, oversight, and supervision of departmental programs and personnel. Work is performed in accordance with policies and objectives outlined by the Director with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in providing a sufficient number of public health nurses to insure that every patient receives care by or under the supervision or direction of such staff;
- Works in conjunction with the Director of Patient Services in determining the number, types of staff and supervision required to meet the agency's responsibilities;
- Reviews the recruitment of staff qualified to provide the quality and quantity of services which the agency offers to patients in their place of residence;
- Oversees the activities of various community organizations interested in promoting community health programs;
- Orients new personnel and maintains appropriate in-service education required to meet the agency's responsibility;
- Aides in the development of agreements and contracts where applicable to provide agency services or to secure services needed;
- Directs continuing and special studies of the organization and its operations, which may not be limited to financial and budgetary operations;
- Interprets agency services and policies to the general public, other health service providers and the recipients of home health agency services;
- Performs related work necessary for the efficient execution of administrative functions of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of current nursing practice and administration, public health programs administration, health economics and legislation; working knowledge of community organization; ability to plan, organize and direct the activities of others; ability to perform duties in accordance with ANA Code for Professional Nurses; ability to interpret existing and proposed health programs as they affect nursing; ability to communicate effectively and work efficiently with other health professionals; physical condition commensurate with the demands of the position.

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

- a) A Master's degree in nursing from a regionally accredited or New York State registered college or university AND two (2) years of full-time paid experience or its part-time equivalent in the professional delivery of nursing services, one (1) year of which must have involved acting in a supervisory or administrative capacity; **OR**
- b) Graduation from a regionally accredited or registered four year college with a bachelor's degree in nursing AND four (4) years of full-time paid experience or its part time equivalent in the

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professional delivery of nursing services, one (1) year of which must have involved acting in a supervisory or administrative capacity in the delivery of nursing services; **OR**

- c) An equivalent combination of training and experience as defined in (a) and (b).
- Candidates with public health or community health experience may be given preference.