

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 05/09/01

NURSE COORDINATOR
(OFFICE OF CONTINUING CARE/OFFICE FOR THE AGING)

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving the coordination of services provided by the Office of Continuing Care. The incumbent coordinates activities within the unit, including staff performance and workflow and measures client service outcomes. Responsible for writing policies and procedures. The incumbent works under the general supervision of the Director, with wide leeway given for the exercise of independent judgement. Supervises the work of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates the staff activities of the Office of Continuing Care;
Supervises the work of Office of Continuing Care Program Staff (Social Worker, and Senior Nutrition Outreach Worker);
Makes work assignments to subordinate employees;
Instructs employees in administering and rendering service;
Review employees written and field work;
Evaluates employee's performance;
Provides on going in-service training dealing with professional issues;
Coordinates in supervisory meetings, which will include case conferences, admissions and other client planning sessions;
Interviews applicants and makes recommendations for employment;
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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of current nursing care; working knowledge of the administrative organization of community facilities; skill in the application of current nursing procedures and techniques of client 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.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in Nursing **AND** two (2) years of professional nursing experience, which shall have been in a supervisory capacity; OR
- (B) Four (4) years of professional nursing experience, two of which shall have been in a supervisory capacity.

Adopted: 05/09/01