

**DEPARTMENT:** HEALTH  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 5, 2013

**\$26.85- \$31.39/hr, Mon-Fri fixed schedule,  
generous paid time off benefits, excellent health insurance  
plan and NYS Pension benefit.  
See attached CSEA Benefit Summary Sheet**

### **PUBLIC HEALTH NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing public health nursing activities in the assessment of health needs and development of plans of care for individuals, families and children to promote health and prevent disease. Public Health Nurses have the responsibility for initial implementation of nursing care plans, for the provision of nursing care and for the periodic re-evaluation of individual, family and children's nursing needs. General supervision is received from the Director of Nursing Services – Public Health, a Supervising Public Health Nurse or other public health administrator with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Provides skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;
2. Provides preventive health care clinics and seminars providing information, including but not limited to breast health, diabetes, lead poisoning and other relative diseases;
3. Provides for the continuity of patient care by promoting referral of hospital and clinic patients to appropriate community agencies;
4. Coordinates public health programs which involves acting as a liaison between New York State Department of Health (NYSDOH) representatives and local staff, communicating with medical offices as it relates to specific programs, and maintaining vaccine inventory control;
5. Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problem;
6. Provides nursing services in clinics and consultation with schools;
7. Teaches classes, addresses groups, and participates in community planning related to nursing and health;
8. Participates in the conduct of surveys and studies related to health matters;
9. Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs;
10. May set up and dismantle health clinics of supplies and equipment;
11. May make home visits to provide nursing services to individuals, families and children;
12. Participates in planning and training for community emergencies and disaster preparedness;
13. Maintains necessary records and reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern public health nursing and clinical practices; good knowledge of medical/nursing terminology and equipment; good knowledge of epidemiology and the epidemiological approach to health; working knowledge of the organization of community service agencies and facilities; skill in the application of current nursing procedures and techniques of patient care; basic computer skills; ability to plan and coordinate nursing care for individuals, families and groups and oversee health care personnel assigned to assist with this care; ability to exercise sound judgment, use initiative and be resourceful; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to organize and maintain accurate records and files; ability to understand and empathize with the needs and concerns of others; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in nursing.

**CONTINUED**

**PUBLIC HEALTH NURSE CON'T**

**SPECIAL REQUIREMENTS:**

- 1) License and current registration to practice as a Registered Professional Nurse in New York State.
- 2) Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.

Letter of interest, resume, nursing license, employment application & 3 professional references.

Employment Application can be found at:

<http://www.niagaracounty.com/Portals/0/docs/CivilService/Application%20final%2011172015%20fillable.pdf>

Send to: [laurie.schoenfeldt@niagaracounty.com](mailto:laurie.schoenfeldt@niagaracounty.com)

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# NIAGARA COUNTY

## CSEA FULL-TIME BENEFITS SUMMARY

*This document is intended as a general explanation of benefits related to your employment. It is intended only as an aid. It is not intended to supersede governing language in any Collective Bargaining Agreement or any binding County policies.* The following is a summary of benefits provided to full-time CSEA union members. Employees should refer to their collective bargaining agreement for a complete description of benefits and guidelines.

### 1. SICK DAYS

Employees earn one (1) sick day per month when in a pay status for more than one-half of the month. Maximum sick days allowed is 185 days. Sick days are carried over year after year.

### 2. MEDICAL/DENTAL VISITS

Employees are limited to 16 hours per calendar year. Visits are limited to a maximum of two (2) hours in duration, and you will be charged a minimum of two (2) hours unless the visit is scheduled at the beginning or end of the workday.

### 3. PERSONAL DAYS

Employees receive three (3) personal days per year. An employee is not eligible until the completion of ninety (90) days of employment following the original date of hire. Personal days not used during the calendar year will be added to the employee's sick leave accumulation and only up to the maximum days allowed.

### 4. DISABILITY INSURANCE

The County provides a disability insurance plan registered with the State of New York to employees who have served continuously for four (4) consecutive weeks. Employee receives 50% of gross pay up to a maximum of \$170 per week. Benefits are available for a total of twenty-six (26) weeks in any fifty-two (52) week period. A five (5) working day or seven (7) calendar day waiting period, after injury or illness, is required before drawing benefits. The employee will participate and will contribute sixty (\$.60) per week or \$1.20 per pay toward the cost of disability insurance to be deducted from their paychecks.

### 5. BEREAVEMENT

Three (3) days bereavement for immediate family as defined in the Collective Bargaining Agreement.

### 6. LEGAL HOLIDAYS

NEW YEAR'S DAY	COLUMBUS DAY
MARTIN LUTHER KING JR. DAY	VETERAN'S DAY
PRESIDENT'S DAY	THANKSGIVING DAY
GOOD FRIDAY	DAY AFTER THANKSGIVING
MEMORIAL DAY	CHRISTMAS DAY
INDEPENDENCE DAY	*FLOATING HOLIDAY (as scheduled)
LABOR DAY	

### 7. VACATION

Employees will be granted annual vacation with pay per the following schedule. Benefit date is adjusted for time off the payroll and is used to determine accrual level.

- On January 1<sup>st</sup> new employees who have not completed one (1) full year of service will be credited with one (1) day of vacation for each month worked up to a maximum of ten (10) days. Thereafter the employee will receive:
- After completion of five (5) years of service: fifteen (15) working days
- After completion of eight (8) years of service: seventeen (17) working days
- After completion of fourteen (14) years of service: twenty (20) working days
- After completion of twenty-five (25) years of service and thereafter: twenty-five (25) days

**The benefit set forth in "b", "c", "d", and "e" will be credited to the employee on the employee's anniversary date.**

**8. ANNUAL SALARY INCREASES**

Annual salary increases are not mandatory, but each employee is entitled to one (1) increment up to the maximum for the position provided that the increment is recommended for approval by the department head. Employees appointed prior to July 1st shall be eligible to receive an increment on the following January 1<sup>st</sup>. All others must spend a full calendar year in service before being eligible for the increment. Employees will be eligible for step eight (8) after eight (8) years of satisfactory employment with the county. Employees on leave without pay must have worked a minimum of six (6) months.

**9. LONGEVITY**

An employee completing the following years of consecutive paid employment by the County shall be eligible to receive cumulative longevity payments as follows. Longevity date is adjusted for time off the payroll.

10 years of service	\$225 per year
14 years of service	\$500 per year
20 years of service	\$825 per year
25 years of service	\$1,150 per year

**10. HEALTHCARE**

Upon eligibility, the County will contribute all or a significant portion of the cost of the monthly premiums or “in Lieu of” premium for each option available under the Niagara County Healthcare Plan, depending on the Plan option chosen by the employee. The participating employee will pay the applicable contribution of the monthly premium, if any, through payroll deductions. Employees must complete and submit all necessary healthcare enrollment forms to the Risk Management Office within thirty (30) days of hire.

**11. HEALTHCARE WAIVER**

A maximum waiver consisting of \$500 for a full year waiver of single coverage, or \$1000 for a full year waiver of family coverage shall be extended to active members of the bargaining unit who are eligible for coverage provided by the County. Payments shall be made biannually in two equal installments in July and January, following each six months of waived insurance. Employees must sign and submit a healthcare waiver form to the Human Resources Department.

**12. FLEXIBLE SPENDING ACCOUNT**

Upon eligibility, the County will deposit funds per employee per year in a flexible spending account to be used for only vision and/or dental expenses, this money is available the date of your first pay check. Employees are also eligible to participate in a Healthcare Flexible Spending Account (maximum \$1600 deduction per year) and/or a Dependent Care Flexible Spending Account (maximum \$5000 deduction per year). You must complete and submit applicable enrollment forms to the Risk Management Office within thirty (30) days of hire and annually during the Open Enrollment Period.

**13. DEFERRED COMPENSATION PLAN**

Employees may avail themselves of the existing deferred compensation plan currently in effect in Niagara County. Maximum contribution limits are defined by current plan rules and policies.

**14. RETIREMENT MEMBERSHIP PARTICIPATION**

It is mandatory for all permanent employees to join the New York State Employees’ Retirement System. An application will be provided to those employees during their initial employment, or at any time thereafter upon receiving permanent status. All non-mandatory employees (temporary, provisional, part-time), whose membership is optional, may elect to decline membership, or may join by filing a membership application. The contribution rate to the Retirement System will be deducted each pay period and the amount depends upon date of membership, tier, and annual income.