

## FIELD NURSE (DSS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class provides and monitors the delivery of professional nursing services provided at clinics as well as in the field to clients of the Department of Social Services. Responsibilities include teaching proper health habits and nutrition, as well as serving as a resource and liaison for the department with local hospitals, schools, contracting agencies, etc. Supervision is not a responsibility of this class; however technical guidance, leadership and advice may be provided. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides professional nursing services to children and families including in-depth health history and physical examinations (sick and well care) under supervision of a Medical Director or physician;

Provides education, counseling and training to patients, families and other relevant contacts regarding diagnosis, treatment and family wellness;

Utilizes professional nursing knowledge and experience to triage patient's emergent medical and psychological needs and makes appropriate referrals;

Monitors the coordination, assessment, planning, implementation and evaluation of medical care for clients of the Department of Social Services; including required recording, reporting, referral and follow-up;

Reviews, on an on-going basis, direct medical services provided to DSS patients to monitor the quality and quantity of services, and to ensure that services rendered are in accordance with established standards of care;

Ensures that effective liaison is maintained with referred service providers to ensure that referred clients are provided services as needed, and that provided services are in accordance with established standards of care as well as contractual agreements;

Assists physicians with assessment of the physical and mental development, and treatment of children and families;

Visits patients at home or at institutions for the purposes of providing advice, information and assistance in nursing care, or other medical services provided by the department;

Participates in continuing education, trainings, meetings and conferences;

Maintains and compiles appropriate records as mandated by New York State law and in accordance with departmental guidelines, policies and procedures;

EXMAPLES OF WORK: (Illustrative Only) (Cont'd.)

Maintains appropriate levels of supplies; contacts appropriate personnel when supplies need replenishing;

Uses computer applications or other automated systems such as word processing, spreadsheets, calendar, email and database software in performing work assignments;

May perform incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of theories, practices and applications of nursing techniques; good knowledge of the operation of a variety of medical and nursing equipment; good knowledge of medical terminology; familiarity with the biological and social sciences supportive of nursing; ability to supervise and evaluate individuals providing personal care services; ability to establish and maintain effective working relationships; ability to prepare accurate and timely written reports and records; ability to communicate effectively both orally and in writing; ability to identify problems and critical factors and to formulate realistic solutions; ability to effectively use computer applications or other automated systems such as word processing, spreadsheets, calendar, email and database software; ability to speak, read, write and communicate in English sufficiently to perform the essential functions of the position; initiative; resourcefulness; professional judgment; integrity; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license\* and current registration, issued by the New York State Department of Education, as a registered professional nurse and one year of professional nursing experience.

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle Operators License at time of appointment.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.