

FIELD NURSE (PERSONAL CARE)

GENERAL STATEMENT OF DUTIES: Monitors the personal care services provided to Social Services clients; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Program Development II (Medical Assistance), this class is responsible for insuring, in accordance with established policies and standards of the New York State Department of Social Services, that authorized personal care services are performed as prescribed by a physician and that individuals actually providing these services are competent and qualified to perform assigned tasks. Direct partial supervision is exercised over provider personal care service aides to the extent of insuring that prescribed work is performed and that individuals providing these services are qualified. Technical advice is provided to administrative staff in the form of findings and recommendations.

EXAMPLES OF WORK: (Illustrative Only)

Reviews on a continual basis personal care services provided to Department of Social Services clients, through purchase of service, for the purpose of insuring that the quality and quantity of these services adhere to established standards;

Evaluates the qualifications of individuals providing personal care services for the purpose of insuring they have the prerequisite knowledge, skill and ability to perform assigned tasks as established by appropriate State regulations;

Insures that necessary liaison is maintained with agencies providing these services;

Develops instructions for improved methods of providing these services;

Develops appropriate performance standards in order to assess both the services provided and the individuals performing these services;

Investigates and evaluates complaints regarding poor care, fraud and abuse by individuals providing personal care services;

Develops and implements a review mechanism in which individual providers would be afforded an opportunity to present corrections or defense to allegation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory, practice and application of nursing technique; 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; initiative; resourcefulness; professional judgment; integrity; thoroughness; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration, issued by the New York State Education Department, 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.