MINIMUM QUALIFICATIONS:

(a) Possession of a Masters degree in Nursing AND two years of full-time paid (or the equivalent part-time) healthcare management or administrative experience; OR

(b) Possession of a Bachelors degree in nursing AND two years of full-time paid (or the equivalent part-time) experience as a Senior or Supervising Community Health Nurse; OR

(c) Possession of a Bachelors degree in nursing AND four years of full-time paid (or the equivalent part-time) healthcare management or administrative experience; OR

(d) Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

1. All applicants must possess a valid New York State Registered Professional Nurse’s license at the time of application and maintain such license and current registration for the duration of employment.

2. All applicants are required to possess a valid New York State Drivers License at the time of application and maintain such license for the duration of employment.

3. All applicants must possess current CPR certification (American Red Cross or American Heart Association) at the time of application and maintain such certification for the duration of employment.

4. All applicants must demonstrate completion of coursework or training in infection control approved by the NYS Department of Health and the NYS Education Department by providing a valid certificate at the time of application and maintain such certification for the duration of employment.

Please upload PDF copies of these documents when you apply. Failure to do so may result in a delay in the review and approval of your application.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative nursing position with responsibility for the administrative, professional and financial operations of the Children with Special Care Needs Division (CSCN) and encompassed programs. Incumbent in this class is required to have thorough knowledge of the regulatory requirements, guidelines and administration of the following programs; the New York State Department of Health (NYSDOH) Early Intervention Program, and the NYS Department of Education Preschool Special Education Program. This position has direct responsibility for all personnel under its administrative jurisdiction in order to assure safe, effective and efficient delivery of services for all clientele. The activities are performed under the supervision of the Public Health Director. Supervision is exercised over auxiliary personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:
• Plans, initiates and directs all programs within the CSCN Division – including but not limited to the Early Intervention Program; Preschool Special Education Program, the Children with Special Care Needs Program, and the Physically Handicapped Children’s Program;
• Supervises Community Health Nurses to insure that every client receives services of a high quality and meets standards in accordance with NYSDOH and TCHD;
• Recommends the number, types of staff and supervision required to meet the Division’s various program responsibilities;
• Recruits, contracts with and provides direct oversight and monitors regulatory compliance of contracted professional providers and agencies to provide the quality and quantity of services each program is required to provide to clients within their place of residence and/or community location of client choice;
• Develops, implements and monitors policies and standards for all Division services to ensure compliance with applicable local, state, and federal laws and regulations;
• Plans orientation of new personnel and provides appropriate in-service education specific to meeting Division responsibilities;
• Develops procedures for systematic evaluation of Division programs;
• Reviews and compiles appropriate records and reports;
• Makes provisions for periodic and/or directly evaluates employee performance;
• Develops agreements and contracts where applicable to provide Division services or to secure services needed by the Divisions programs;
• Serves as Early Intervention Official Designee per Public Health Law;
• Communicates with media representatives as directed by the Public Health Director;
• Interprets agency services and policies to the general public, other health service providers and the recipients of all Division services;
• Develops, maintains and prepares budget data, costs study and grant applications and reports within State, Federal and County guidelines.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

• Thorough knowledge of current NYSDOH regulations pertaining to the Early Intervention Program;
• Thorough knowledge of current NYS Department of Education regulations pertaining to the Preschool Special Education Program;
• Thorough knowledge of current nursing practice and administration;
• Thorough knowledge of community organizations;
• Working knowledge of typical and atypical development of the pediatric client and various developmental, medical and psychological evaluation and diagnostic assessments tools;
• Working knowledge of research methods;
• Ability to plan, organize and direct the activities of others;
• Ability to interpret existing and proposed Division programs for effectiveness;
• Ability to work cooperatively with others;
• Ability to communicate effectively;
• Ability to perform duties in accordance with ANA Code for Professional Nurses;
• Physical condition commensurate with the demands of this position.

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