

# NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services  
**TITLE:** Office of Continuing Care Program Nurse  
**GRADE/SALARY:** \$43,074 (25W) plus Excellent Benefits

## **THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the periodic review of medical status of extended or long-term cases, according to statutory guidelines and criteria, as established by the New York State Departments of Health and Continuing Care, by utilization of patient review instruments and home health assessments. Although this employee evaluates the medical status of clients and screens prospective client's medical requirements by reviewing information to evaluate the necessity of continued stay in a facility or continuation of care, there is no direct nursing care provided. The position involves records review and client observation to make nursing assessments and reassessments. The work is performed under supervision of the Nurse Supervisor, with leeway allowed for exercise of independent professional judgement in carrying out details of the work. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Possession of a current valid license, issued by the New York State Education Department, to practice as a Registered Professional Nurse **AND** Either:

- (A) Possession of Bachelor's Degree in nursing **AND** one (1) year of professional nursing experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered three (3) year school of professional nursing **AND** two (2) years of professional nursing experience; **OR**
- (C) Graduation from a regionally accredited or New York State registered two (2) year school of professional nursing **AND** three (3) years of professional nursing experience.

### **NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Candidates **MUST** submit with application a copy of current Registered Professional Nurse License.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
4. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Until the position is filled.

**\*\*Oneida County is an equal opportunity employer\*\***

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