



Yates County Human Resources
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: PUBLIC HEALTH Immunization and Maternal Child Health Programs

Type of Appointment: Position Status: Classification:	Permanent Full Time – 35 Hours/Week Competitive (<i>Non-Competitive for RN</i>)	Rate of Pay:	Registered Nurse: \$33.59/hour Public Health Nurse: \$35.69/hour
Location: Department:	Yates County Public Health	Contract:	CSEA
Vacancy:	1 position currently vacant	Application Fee:	Dependent on Title (Public Health Nurse requires Training & Experience Exam fee of \$17.00)
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Deadline:	Applications Accepted until Position is Filled
Posted:	November 3, 2025		

SPECIFIC PROGRAM AREA(S):

This position involves responsibility for planning, developing, administering, coordinating, and evaluating activities for our Immunization and Maternal Child Health Programs. Immunization program duties include, but not limited to, working at all immunization clinics and vaccinating both children and adults. This position works with our expecting parents to provide breastfeeding education, educate and refer pregnant people and families to community maternal child health programs and assist in decreasing barriers to prenatal and infant care.

This vacancy can be filled with one of the following titles (see job description & requirements for each below):

Public Health Nurse or Registered Nurse

DISTINGUISHING FEATURES OF THE CLASS:

Public Health Nurse or Registered Nurse

This position involves responsibility to provide public health nursing services to individuals, families, and population groups. Nursing actions are directed toward the goals of prevention, assessment, risk reduction, and health status improvement for individuals, families and communities. Nursing activities include, but are not limited to, systematic analysis of health data, health education and advocacy, coalition building, and collaborating with community partners to promote the health of a population. Public Health Nurses/Registered Nurses often collaborate and consult within multidisciplinary and multi-agency teams in order to achieve desirable outcomes for families and communities. Public Health nursing interventions occur at individual, family, community and system levels depending upon the responsibilities of the position and the program or issues involved. This position involves responsibility for planning, developing, administering, coordinating and evaluating activities for Public Health programs. Other work responsibilities may include conducting communicable disease and rabies case investigations, administering immunizations, and participation in Performance Management and Quality Improvement. Work is performed under the general direction of the Deputy Director of Public Health or Director of Public Health and in accordance with the New York State Nurse Practice Act. Supervision may be exercised over Registered Professional Nurses (Public Health Nurse only), Licensed Practical Nurses, and General Support Staff. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Public Health Nurse or Registered Nurse

- Assesses the health status of those served and their related determinants of health, and uses this knowledge to educate, inform, and make referrals as appropriate;
- Conveys public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served;
- Develops demographic, statistical, programmatic, and scientific presentations, brochures, and products;
- May teach classes, address or facilitate groups, and participate in community partnerships to promote population health;
- Participates and/or leads program planning, implementation, and evaluation;
- Reports program performance and completion of work plan objectives;
- Participates in the conduct of surveys and assessments related to health matters;
- Compiles and uses records, reports, and statistical information for planning and evaluation of public health programs;
- Participates in or leads quality improvement projects;
- Investigates reports of communicable disease and infection;
- Completes and maintains activity records, patient files, and program records in compliance with Nursing Standards, Grant requirements, and NYSDOH regulations;
- Administers immunizations and biologics, and performs specimen collection and shipment for patients in the community setting and in clinics;
- Coordinates and monitors the delivery of available services;
- May provide nursing oversight to Registered Professional Nurses (Public Health Nurse only) and Licensed Practical Nurses in the administration of Immunizations or biologics;
- Participates in emergency preparedness planning and response efforts;
- Performs other duties as assigned.

NOTE: Incumbent will be placed on an on-call rotation and will be expected to accept phone calls and respond accordingly to emergency situations that may occur outside of regularly scheduled business hours.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Public Health Nurse or Registered Nurse

Thorough knowledge of the current principles, practices, and techniques of public health nursing; Good knowledge and understanding of the principles of Public Health Sciences (biostatistics, epidemiology, environmental, social & behavioral health);
Working knowledge and ability to perform duties in accordance with nationally adopted Core Competencies for Public Health Professionals;
Working knowledge and ability to follow public health laws, regulations, and policies;
Good analytic & assessment skills necessary to participate in community health assessments;
Good program planning and evaluation skills;
Good cultural and linguistic competency;
Working knowledge of how policy options can influence public health programs;
Ability to adhere to ethical principles in the collection, maintenance, use, and dissemination of data & information;
Ability to follow technical oral and written instructions and to make sound professional judgments;
Ability to interpret and understand verbal and written instructions and regulations;
Ability to maintain records, compile written reports, correspondence, and educational materials for a variety of skill levels;
Ability to establish and maintain cooperative, professional relationships;
Ability to maintain outstanding organizational and time management skills;

Ability to work as a team;
 Dependability;
 Resourcefulness;
 Sound professional judgment;
 Initiative;
 Ability to plan and supervise the work of others;
 Ability to effectively communicate in written, oral, and electronic form;
 Ability to establish effective working relationships with a wide variety of people;
 Ability to operate a personal computer, utilize the internet, and common office software programs, including Word, Excel, Publisher, etc., and ability to learn proprietary software applications;
 Ability to perform in a reasonable manner the essential functions of the position;
 Physical condition that is commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Public Health Nurse

- a) Bachelor's Degree or higher in Nursing; **AND**
- b) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

Registered Nurse

- a) Associate's Degree in Nursing; **OR**
- b) Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse; **AND**
- c) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

SPECIAL REQUIREMENTS:

Public Health Nurse or Registered Nurse

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;
- b) Must be able to be fitted for, and wear a NIOSH 95 mask.
- c) One (1) year of full time or equivalent part-time paid experience working as a licensed Registered Nurse and/or experience working in public health is beneficial but not required.

SPECIAL NOTE – EDUCATION:

Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:

Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**