

## **REGISTERED NURSE (SOCIAL SERVICES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves professional nursing work focused on providing skilled health services to evaluate medical, dental, mental health, developmental and substance use needs of at-risk children and vulnerable adults. The Registered Nurse is responsible for assessing these needs, coordinating comprehensive care plans and ensuring compliance with professional nursing standards and applicable regulations. The work is performed under the general direction of a higher-level administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts comprehensive initial assessments of at-risk children and vulnerable adults to evaluate their medical, dental, mental health, developmental and substance use needs;

Observes patients, collects medical histories and reviews relevant health information in accordance with the requirements of the New York State Office of Children and Family Services (OCFS) and the New York State Department of Health (DOH) in order to identify health conditions, urgent care needs, medication continuity requirements and any indications of abuse or neglect;

Coordinates health and dental care services for at-risk children and vulnerable adults by scheduling examinations, arranging transportation to appointments and ensuring that each provider is familiar with the requirements for comprehensive examinations of children and adults;

Assists health care providers in obtaining necessary records, monitoring follow-up care, ensuring that medical assessments are properly documented and filed and makes referrals as appropriate;

Assists in the implementation of treatment plans by meeting and communicating with each child's caregivers, birth parents, siblings and service providers;

Monitors attendance at medical and therapeutic appointments and facilitates the exchange of information among all involved parties;

Gathers, organizes and maintains required records and documentation and prepares reports in accordance with New York State Office of Children and Family Services (OCFS) and the New York State Department of Health (DOH) regulations, as well departmental standards, policies and procedures;

Collaborates with family members, physicians and other professionals including caseworkers, therapists and nutritionists to exchange information, resolve problems and plan and coordinate health-related services;

Assists in the development and review of policies and procedures to ensure compliance with regulations and standards established by the New York State Office of Children and Family Services (OCFS) and the New York State Department of Health (DOH) and proposes new policies, evaluates the effectiveness of existing procedures and identifies areas for improvement;

Provides court testimony, as needed;

Attends and participates in meetings, conferences and workshops.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of professional nursing principles, practices and standards of care; thorough knowledge of health assessments, care coordination and case management practices for children and vulnerable adults; good knowledge of medical, dental, mental health, developmental and substance abuse care systems and services; good knowledge of federal, state and local laws, regulations and guidelines governing foster care health services, including those of the New York State Office of Children and Family Services (OFCS), New York State Department of Health (DOH) and Department of Social Services; good knowledge of community health resources and social services systems related to children and adults; ability to maintain accurate records and prepare reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with clients, families, caregivers and service providers; ability to understand, interpret and apply nursing standards, agency policies and state regulations.

(over)

**MINIMUM QUALIFICATIONS:** Possession of a license issued by the State of New York to practice as a Registered Professional Nurse and one (1) year of paid professional nursing work experience.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid motor vehicle license or accessibility to transportation to meet field work requirements in a timely and efficient manner.
2. License to practice as a Registered Professional Nurse issued by the State of New York must be maintained throughout the course of employment in this title.

R.C.D.P. (10.21.2022) 11.24.2025  
Competitive

09.24.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.