Human Resources
Personnel ◦ Civil Service ◦ Employee Benefits

MONTGOMERY
COUNTY NY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

NURSE COORDINATOR (HELP PROGRAM)

SALARY: $72,926

DEPARTMENT: PUBLIC HEALTH

LAST FILE DATE: 12/01/2026

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the provision of nursing services and supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care in homes, clinics, schools and other community agencies and events. Any employee in this case will supervise the public health nursing programs within the county health department under the general supervision of the Public Health Director. Supervision is exercised over the nursing service work assigned to public health professional nursing staff. The position involves performing Nursing duties in a Public Health Agency. The work includes assessment of health care needs of individuals and families and the development of such plans of care and intervention. The incumbent is responsible for the initial implementation of the care plan as well as providing periodic re-evaluation of individual and family care plans. The incumbent is responsible for preventive care services such as communicable disease, tuberculosis, immunization and lead poisoning prevention. In addition, the Nurse Coordinator performs those duties that may be performed by a Registered Nurse

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County.

Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUN QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree or higher in Nursing and two years of experience in professional nursing activities, one year of which shall have been in a supervisory position; or

B. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Nursing and four years of home care and progressively responsible experience in professional nursing activities, one year of which shall have been in a supervisory position.

<u>Special Requirements For Acceptance Of Applications</u>:

1. Licensure with New York State as a Registered Professional Nurse at time of application and must be maintained throughout the course of employment. Any changes in registration status MUST be reported to the employer immediately.
2. Possession of a clean and unrestrictred New York State Driver's license, which must be maintained throughout the course of employment.

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.