



CLASSIFICATION SPECIFICATION

CLASS NUMBER 70132

NURSING PROGRAM SPECIALIST

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE

MAY 5, 2002

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS more generally. Therefore, a Nursing Program Specialist may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Nursing Program Specialist position is to develop, coordinate and implement medical-related service programs, which provide direct or indirect services to the public. The incumbent also provides clinical health care services and technical assistance, and acts as liaison for available services. Supervises, when assigned, personnel who perform home health aide duties.

Duties

Frequency: 68% +/-3%

- I. Develops, implements and coordinates assigned wellness and prevention programs (e.g., school health screenings; immunizations; teen pregnancy prevention), and/or elder care, and/or nurse aide training programs. Develops training curriculum. Monitors and documents the progress of trainees and completes required reports and correspondence. Supervises, when assigned, personnel who perform home health aide duties.

Frequency: 20% +/- 5%

- II. Provides clinical health care services and assists job and family services staff with medical-related activities and needs. Provides linkage between social and medical services. Provides technical assistance to families regarding community services and changes in services or programs.

Frequency: 12% +/- 3%

- III. Attends meetings, conferences, workshops and seminars.



**KSA'S FOR THE
JOB CLASSIFICATION OF
NURSING PROGRAM SPECIALIST**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Nursing practices and procedures; First aid, CPR & other related to direct/nursing care safety practices; Human Relations; Agency direct care & training policies/procedures*; Counseling; Interviewing; supervision.	Registered nursing practices & procedures.	Understand practical field of study (i.e., nursing); Calculate fractions, decimals & percentages; Prepare meaningful, concise and accurate reports; Gather, collate and classify information about data, people or things; Develop good rapport with patients; Demonstrate physical fitness.
II	Nursing practices and procedures; First Aide, CPR & safety practices; Human Relations; Agency direct care & training policies/procedures*; Counseling; Interviewing.	Registered nursing practices & procedures.	Understand practical field of study (i.e., nursing); Calculate fractions, decimals & percentages. Prepare meaningful, concise and accurate reports; Gather, collate and classify information about data, people or things; Develop good rapport with patients; Demonstrate physical fitness.
III	Nursing practices and procedures; Human relations.		Understand practical field of study (i.e., nursing); Gather, collate and classify information about data, people or things.



Minimum Qualifications

- Current licensure as registered professional nurse in State of Ohio issued by Board of Nursing, per Section 4723.03 of Revised Code.

Unusual Working Conditions/Hazards

Responsibility for physical safety is two-fold in this position. First, the Nursing Program Specialist must adhere to safety procedures when providing care to clients (e.g., wearing rubber gloves). They must ensure safety procedures when assisting elderly clients (e.g., putting up bed rails and assisting with bed pans). Additionally, the position involves moderate risks or discomforts that require special safety precautions and require protective clothing and/or gear (e.g., gloves, masks). That is, the job involves exposure to contagious diseases.

Requires travel.