



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

**TITLE:** Clinic Coordinator – Children's Center (\*Provisional appointment)

**SALARY:** \$39,861 - \$51,171 annually

**LOCATION:** Monroe County Department of Human Services

**JOB SUMMARY:** This is a professional nursing position in the Department of Human Services, Children's Detention Center, responsible for coordinating the operation of the Center's Clinic. The position also provides direct patient care. Work involves establishing and implementing Clinic policies and procedures in accordance with State and local regulations and guidelines. The employee reports directly to and works under general supervision from a non-medical administrator. Medical direction is received from part-time Physicians. The employee is on-call 24 hours a day, seven days a week. General supervision may be exercised over a small professional nursing staff.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing plus two (2) years paid full-time or its part-time equivalent experience as a Registered Nurse, one (1) year of which must have been in a supervisory or charge nurse capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered school or nursing and three (3) years of paid full-time or its part-time equivalent experience as a Registered Nurse, one (1) year of which must have been in a supervisory or charge nurse capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS:**

Possession of a New York State Registered Professional Nurse's license and current registration to practice as a Registered Professional Nurse in New York State at the time of appointment or examination whichever is first.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
111 Westfall Road – Room 756  
Rochester, NY 14620

**Posting Deadline:** November 3, 2006

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

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210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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