

Jurisdictional Class: Competitive
Adopted: June 13, 2001
Revised: August 22, 2025

SENIOR STAFF NURSE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and providing professional nursing services in a County facility requiring substantial specialized judgment and skills in accordance with a prescribed nursing plan. The work is performed under the general supervision of the Director or Deputy Director with leeway allowed in the exercise of independent judgment in carrying out the details of the job. The incumbent may supervise auxiliary staff, and monitor facility operation in the absence of administrative management staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assesses the physical, psychological, emotional and social functional of residents or clients and prepares, implements, and evaluates the nursing care or treatment plans;
- Oversees the formulation and maintenance of comprehensive individualized multi-disciplinary plans and supervises/coordinates the completion in accordance with New York State and Federal regulations;
- Must have full understanding of coding instructions, documentation requirements, impact on quality measurers and reimbursement models.
- May determine Medicare coverage for all residents admitted/readmitted following Federal regulations;
- May be responsible for completion and maintenance of the Resident Census and Condition Report Form required by the New York State survey team;
- Provides skilled nursing care and prescribed treatments to residents or clients and demonstrates nursing care to families;
- Supervises and coordinates plans with nutritionists, social workers, therapists, physicians, and other professional community members and healthcare workers;
- Assists in team problem solving to improve care of residents or clients;
- Maintains essential records and reports;
- Acts as a resource person regarding care in clinical practice;
- May be required to teach CPR and/or NARCAN training if possessing the required training and/or certification.
- Provides skilled nursing care and prescribed treatments to patients in their homes, clinics, schools, and other community settings and demonstrates nursing care to patients and families;
- Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional, and environmental health problems, and provides health education and training in the prevention of illness and the attainment of maximum health;
- May be responsible for assisting in the maintenance of a perpetual inventory of all controlled substances, toxic or dangerous drugs and medical supplies and may be responsible for ensuring medications and supplies are ordered and on hand and administration of those medications when appropriate.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Thorough knowledge of current professional practices;
- Good knowledge of the philosophy, objectives, and goals of the department;
- Skill in the application of current nursing procedures and techniques;
- Ability to establish and maintain cooperative working relationships;
- Ability to plan and coordinate nursing care for individuals and groups and to supervise personnel assigned to assist with this care;
- Ability to communicate effectively both orally and in writing;
- Ability to accept and utilize guidance;

Senior Staff Nurse

Ability to perform duties in accordance with the American Nursing Association Code for Professional Nurses;
Ability to assess responsibility and accountability for individual nursing judgment and actions.

MINIMUM QUALIFICATIONS: Possession of a valid permit or license issued by the New York State Education Department to practice as a Registered Professional Nurse and two (2) years of experience as a Registered Professional Nurse or Staff Nurse which shall have included experience in care plan development and resident care assessments.