

AN EQUAL OPPORTUNITY EMPLOYER  
FRANKLIN COUNTY CIVIL SERVICE  
DECENTRALIZED TRAINING & EXPERIENCE EXAMINATIONS FOR  
LICENSED HEALTH CARE PROFESSIONS:

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COMMUNITY HEALTH NURSE  
(EMT) EMERGENCY MEDICAL TECHNICIAN  
SUPERVISING COMMUNITY HEALTH NURSE  
PHYSICAL THERAPIST  
PHYSICAL THERAPIST ASSISTANT  
OCCUPATIONAL THERAPIST  
OCCUPATIONAL THERAPIST ASSISTANT  
LONG-TERM HOME HEALTH CARE COORDINATOR

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APPLICATIONS ACCEPTED CONTINUOUSLY  
EXAMINATIONS HELD AS APPLICATIONS ARE ACCEPTED!

**BASE SALARY:** Varies with municipality.

**RESIDENCY REQUIREMENTS:** (Waived)

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**IMPORTANT NOTE: YOUR ADDRESS MUST BE KEPT CURRENT WITH THIS OFFICE AS NO CORRESPONDENCE WILL BE FORWARDED.**

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies within the jurisdiction of the Franklin County Personnel Officer.

**ELIGIBLE LISTS:** Successful candidates will have their names placed on the eligible list in the order of final scores, regardless of the date on which they took the examination. **The names of qualified candidates will remain on the eligible list for ONE year.** Candidates will be able to reapply for this examination one year after taking the test, but the list will remain for four years.

**SUBJECT OF EXAMINATION:** The only subject of examination will be an evaluation of the candidates' training and experience. The education and experience of those who meet the minimum requirements for this position will be evaluated with emphasis on appropriateness, breadth and recency. You are, therefore, asked to include in your application all pertinent education and experience in sufficient detail so that your background may be fully evaluated.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:** Licensure and current registration with the New York State Education Department or a current temporary permit pending the granting of a license by the department.

**VETERANS CREDITS:** Proper application for Veterans Credits should be filed at the time application is made for the examination.

**NON-REFUNDABLE FILING FEE:** \$10.00

Candidates applying to take examination(s) must submit with their application, \$10.00 in Cash or Money Order or Check payable to the Franklin County Personnel Office. **All applications submitted without filing fee will not be processed.**

**APPLICATION AND FURTHER INFORMATION**

Franklin County Personnel Office  
4<sup>th</sup> Floor - Courthouse  
355 West Main Street, Suite 428  
Malone, NY 12953  
Phone: (518)481-1677/1665/1676

Jurisdictional Class: C  
Location: Public Health Nurses  
Fr. Cty. Grade: 14

Revised: JAD  
Date: 3/1/10

## COMMUNITY HEALTH NURSE

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves performing community health nursing duties in a certified Home Health Agency or Long Term Home Health Care Programs. Duties include assessment of health care needs of individual and families, the development of plans of care, and intervention relative to assessed needs and care plans. A Community Health Nurse is also responsible for the re-evaluation of the health care needs of individuals and families and assessment of the effectiveness of the plans of care and intervention which were provided. The position of Community Health Nurse differs from that of Public Health Nurse in that only a Community Health Nurse is qualified to provide services to patients and their families with nursing needs associated with their illnesses. These services are of a rehabilitative/restorative nature to patients convalescing from acute episodes of illness, of a preventive nature to chronically ill patients in helping them to maintain on optimal level of compensation, or of a supportive nature to terminally ill patients. However, both the Community Health Nurse and the Public Health Nurse provide primary preventive care services such as paternal-maternal-child health care and communicable disease control. In addition, the Community Health Nurse and Public Health Nurse perform those duties that may be performed by a Registered Professional Nurse. All of the duties are performed under the supervision of a Supervising Community Health Nurse. The incumbent does other related work as required.

### **TYPICAL WORK ACTIVITIES:**

Gives nursing care and physician-prescribed treatments to patients in their homes or at clinics;  
Demonstrates nursing care to patients and family members;  
Provides training and supervision for ancillary workers;  
Coordinates plans for service with physicians and other professionals who are providing individual and family health care;  
Provides rehabilitative/restorative care services, preventive care services, and supportive care services to terminally ill persons, as well as to those with non-terminal, acute and chronic illnesses;  
Counsels and guides individuals and families in recognizing and attempting to resolve or ameliorate physical, emotional, and environmental health problems;  
Provides for continuity of patient care by referring patients and families to appropriate agencies or community workers;  
Documents in writing clinical progress notes, service reports, renewal of order requests and other pertinent reports on a timely basis;  
May provide nursing services in clinics and schools;  
May lead a team providing nursing care to a group of patients or families and be responsible for evaluating the effectiveness of team activities;  
Teaches classes, addresses groups, and participates in community planning related to nursing and health;  
Participates in surveys and studies related to nursing and health care;  
Compiles statistical information, maintains records and prepares reports for use in evaluating health care needs, planning health care programs, and evaluating effectiveness of existent health care programs.

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

Thorough knowledge of current community health nursing practice; working knowledge of the administrative organization of community facilities; skill in the application of current nursing procedures and techniques of patient care; ability to plan and coordinate nursing care for individuals, families and groups and to supervise nursing personnel assigned to assist with their care; ability to communicate effectively; ability to establish and maintain cooperative working relationships with others; ability to carry out duties in conformance with ANA Code for Professional Nurses; physical condition commensurate with the demands of the position.

Job Description Continued for:

Community Health Nurse

MINIMUM QUALIFICATIONS:

Licensure and current registration to practice as a Registered Professional Nurse in New York State  
AND either:

- A) Bachelor's Degree in nursing from an approved program AND one (1) year of full time paid nursing experience in a hospital, health related facility, community/home health agency or skilled nursing facility; or
- B) Bachelor's Degree in nursing from a non-approved program supplemented by content that can be equated to the approved program AND one (1) year of full time paid nursing experience in a hospital, health related facility, community/home health agency or skilled nursing facility; or
- C) RN with an Associate's Degree or a Diploma Degree in Nursing AND two (2) years experience as a registered nurse in a hospital, health related or skilled nursing facility, or community/home health agency.

NOTE: Part-time work in the areas above may be pro-rated toward full-time experience.

NOTE: The definition of "health related" may include nursing experience in an appropriate physician's office or clinic at the discretion of the Personnel Officer in consultation with the Public Health Director.

SPECIAL REQUIREMENT:

- 1) All applicants must possess a valid NYS Driver's License at the time of appointment and maintain such license for the duration of employment.
- 2) All applicants must possess CPR certification (American Red Cross or American Heart Association) at the time of appointment.

Jurisdictional Class: C (T+E)  
Location: Village of Saranac Lake  
Fr. Cty. Grade: --

Adopted: DmB  
Date: 12/20/07

## (EMT) - EMERGENCY MEDICAL TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for administering initial first-aid treatment or emergency medical care to individuals who have suffered physical trauma such as stroke, car accident, poisoning, heart attack, etc. at the scene and/or during transport in an ambulance to a hospital for more intensive treatment. The work is performed under general supervision of higher level personnel with leeway allowed for the exercise of independent judgment. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Respond to calls when dispatched, gain access to the patient and assess the extent of their injuries or illness. Act as crew chief for Advanced Life Support (ALS) calls. Basic Life Support (BLS) calls may be passed off to a qualified BLS provider after sufficient evaluation to confirm the BLS nature;
- Provide life support services to stabilize persons in life threatening situations resulting from trauma and other medical conditions;
- Use prescribed techniques and equipment to provide patient care and provide additional emergency care following established protocols;
- Assess and monitor vital signs and general appearance of patient for change;
- Determine appropriate medical facility to which patient will be transported and transport patient; provide ongoing medical care on route, if required;
- Communicate with dispatcher requesting additional assistance or services, as necessary. Receive and transmit communications from the public and agencies requesting emergency services Report verbally and in writing, the nature of patient's injury/illness and observations of patient's emergency care provided, to departmental staff of medical facility;
- Report verbally and in writing, the nature of patient's injury/illness and observations of patient's emergency care provided, to departmental staff of medical facility;
- Provide response for ALS link up's and/or Mutual Aid as set forth in current mutual aid agreements. Provide response for hospital transfers as directed by the Rescue Chief;
- Complete NYS Patient Care Report call sheets in a timely fashion including all required information in accordance with established PCR policy. Enter PCR data into computer on a weekly basis;
- Maintain a daily log of calls and duties completed. Provide assistance with billing responsibilities as directed;
- Properly dispose of medical waste, decontaminate interior of ambulance and related equipment according to established guidelines;
- Maintain the cleanliness of the ambulance and facility as needed, including performing housekeeping duties such as vacuuming, cleaning garage, kitchen and bathrooms, sweeping sidewalks, snow removal, and maintaining the property in general. Notify Rescue chief and drivers of necessary repairs to rig or other equipment;
- Inventory the duty ambulance daily, inventory second run truck weekly, inventory all 3 ALS drug boxes weekly, and restock all as needed and notify Rescue Chief or other designated person of items to order on a weekly basis;
- Provide Preceptor responsibilities to student and intern providers of all levels;
- May assist in driving emergency services vehicles, as needed.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the principles, practices and techniques of emergency treatment procedures; good knowledge of equipment and supplies used in administering emergency medical treatment; good knowledge of recent developments in the field of emergency medical treatment; ability to act calmly and effectively in emergency situations; ability to evaluate the extent of illness or injury; ability to prepare and maintain accurate records; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

Possession of **one** of the following certificates issued by the New York State Department of Health:

- (a) Advanced Emergency Medical Technician - Critical Care (AEMT-CC);
- (b) Advanced Emergency Medical Technician - Paramedic (AEMT-P).

**NOTE:** Must possess Mountain Lakes REMAC on line status prior to employment.

**SPECIAL REQUIREMENT:**

Possession of a valid license to operate a motor vehicle in New York State, appropriate for the vehicle to be operated.

Jurisdictional Class: C  
Location: Public Health Nurses  
Fr. Cty. Grade: 16

Revised: PAF  
Date: 3/1/10

## SUPERVISING COMMUNITY HEALTH NURSE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional supervisory nursing position with responsibility for both the provision of nursing services and the instruction and guidance of nursing practices and auxiliary personnel to ensure safe, effective, and efficient comprehensive patient care. The work is performed under the general supervision of the Director of Patient Services or the Public Health Director. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in planning, implementing, coordinating and evaluating the services provided within the agency;  
Supervises nursing practice to ensure a high quality of professional service and maintenance of agency standards;  
Assumes major responsibility for scheduling staff at appropriate levels;  
Review and evaluates patient care records for all services for content and documentation;  
Provides in-home visits to direct, demonstrate and evaluate the delivery of patient care;  
Provides clinical consultation as needed;  
Provides professional guidance to staff and contract personnel on agency policies and procedures;  
Assists Director of Patient Services in planning agenda for staff meeting;  
Subjects of in-service education programs and orientation of new personnel;  
Provides administrative supervision and evaluation of contract personnel;  
Reviews and compiles appropriate records and reports;  
Participates on various agency committees, i.e., Utilization Review, Professional Advisory Committee etc., as requested.

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

Thorough knowledge of current nursing practice and supervision; thorough knowledge of the epidemiological approach to the prevention and control of disease; working knowledge of the administrative organization of community facilities; skill in the application of nursing procedures and techniques of patient care; ability to plan and supervise the work of others; ability to establish and maintain cooperative working relationships; ability to perform duties in accordance with ANA Code for Professional Nurses; working knowledge of home care agency rules and regulations; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

License and current registration to practice as a Registered Professional Nurse in New York State  
**AND** either:

- A) Bachelor's Degree in Nursing, or a Health or Human Services field and two (2) years experience in home care; or
- B) Four years of experience in home care **AND** six credit hours, or the equivalent, of education/training in public health and principles of management.

### **SPECIAL REQUIREMENTS:**

- 1) All applicants must possess a valid NYS Driver's License at the time of appointment and maintain such license for the duration of employment.
- 2) All applicants must possess CPR certification (American Red Cross or American Heart Association) at the time of appointment.

C

PHYSICAL THERAPIST

GENERAL STATEMENT OF DUTIES: Administers physical therapy treatments to patients; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for providing direct physical therapy services to patients upon referral from a licensed physician who provides medical direction. The work is performed under general direction and supervision of a higher level physical therapist, if available, otherwise, the facility's medical director.

EXAMPLES OF WORK: (Illustrative only)

- Performs physical therapy procedures, evaluations and diagnostic tests for patients referred by a licensed physician;
- Teaches appropriate treatment procedures and supportive activities to patients and facility members;
- Instructs other professional personnel in procedures for the prevention of deformity, correction of defects and the promotion of health;
- Develops needed plans for modifying equipment, appliances and the physical surroundings of the patient;
- Confers periodically with the supervising physical therapists regarding all facets of patient care and related activities;
- Reports to and discusses with the attending physician patient's progress for medical direction relative to treatment program.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the principles and practices of physical therapy; good knowledge of pathological conditions and socio-economic factors affecting disabilities; ability to get along well with others; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: Either:

- (a) Graduation from a regionally accredited or New York State registered four year college with a bachelor's degree in physical therapy; or
- (b) Graduation from a regionally accredited or New York State registered four year college and completion of an approved post-graduate program in physical therapy.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Licensure and current registration with the New York State Education Department to practice physical therapy or a current temporary permit pending the granting of a license by that department.

Agreed to by Municipal Service Division and Health Department, Division of Hospital Affairs July 1971. Based on New York State Hospital Code.

Adopted by the Franklin County Personnel Officer *Robert J. McDonald* on June 1, 1972

C

PHYSICAL THERAPIST'S ASSISTANT

GENERAL STATEMENT OF DUTIES: Applies physical therapy treatments or assists in their application under the supervision of a licensed and registered physical therapist; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled subprofessional position involved with the treatment and prevention of neuromuscular or musculoskeletal disabilities by the application of direct physical therapy procedures to patients. It involves the use of physical agents such as heat, cold, electricity, water, light and neuromuscular procedures. The work is performed under the supervision of a physical therapist who evaluates the patient, develops the treatment plan and designates specific responsibility to the assistant. A physical therapist is readily available at all times for advice and assistance. Supervision may be exercised over the work of subordinate employees as delegated by the physical therapist.

EXAMPLES OF WORK: (Illustrative only)

Applies heat, cold, electricity, light and water treatments, massage, therapeutic exercise, training in phases of ambulation and other activities of normal daily living according to the physical therapist's direction;

Provides for and observes safety precautions during all phases of treatment; Observes, records and reports patients' reactions to treatments and programs; Prepares, sets up and maintains treatment areas and equipment; Inventories, cleans, stores and otherwise maintains supplies and equipment; Performs clerical functions related to maintenance and execution of the physical therapy programs.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the principles, techniques and terminology of physical therapy; good knowledge of the operation and maintenance of apparatus and equipment used in physical therapy; working knowledge of human anatomy and physiology; working knowledge of the concepts and scope and limitations of physical therapy; skill in observing and recording patients; responses; sufficient physical strength to support or lift patients; ability to understand oral and written instructions; tact and sympathy in dealing with patients; good physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Certification and current registration by the New York State Education Department as a Physical Therapist Assistant.

REVISED by the Franklin County Personnel Officer on 4/4/86 .

  
PERSONNEL OFFICER



C

## OCCUPATIONAL THERAPIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for evaluating, planning and providing occupational therapy treatment to students in accordance with written prescription or referral from a physician who provides medical direction. The Occupational Therapist is responsible to the Director of Special Education for administrative purposes. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs occupational therapy procedures upon the written prescription or referral from a physician, utilizing a creative activity which may be manual, industrial, recreational or educational, designed and/or adapted to correct or remedy any disability, on school premises or during home visits;
- Evaluates the degree of function and disability of students unless contra-indicated by professional judgment or a physician's admission notes, and recommends treatment(s);
- Develops a treatment plan based upon his/her findings, short and long-term educational goals and in accordance with the physician's diagnosis, prescription or referral;
- Records on students' charts all evaluations, re-evaluations, progress notes, consultations and discharge summaries;
- Attends inservice workshops;
- Fabricates and applies hand splints, trains students in the use of adaptive assistive devices and/or self-help techniques to achieve maximum independence;
- Participates with parents, teaching personnel and others in the formulation of students' total care plans and therapy schedules;
- Confers periodically with physicians regarding all facets of student care related activities;
- Develops or assists in the development of occupational therapy policies and procedures, priorities, caseloads and assessment tools;
- Supervises students, volunteers and assistants in scheduling and carrying out occupational therapy functions;
- Maintains program records including, but not limited to, the service budget, statistical reports of the frequency and types of treatment and number of students treated.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles, techniques and practices of occupational therapy; good knowledge of the operation and minor maintenance of apparatus and equipment used in occupation therapy; working knowledge of community resources available to support or supplement the occupational therapy program; ability to evaluate, plan and execute treatments for students; ability to plan and supervise the work of others; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Licensed and currently registered by the New York State Education Department as an Occupational Therapist.

REVISED by the Franklin County Personnel Officer on 10/8/96.

*James N. Feely*  
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Personnel Officer

C

OCCUPATIONAL THERAPIST ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled subprofessional position involving responsibility for assisting and Occupational Therapist in the application of treatment procedures. The work is performed under the direct supervision of an Occupational Therapist who evaluates the student, develops the treatment plan and designates treatment procedures to be followed. Student progress and observations are reported to the Occupational Therapist who modifies the treatment or promote maximum rehabilitative and restorative measures. Supervision may be exercised over the work of assigned Occupational Therapist Aides. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

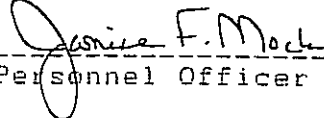
- Carries out occupational therapy procedures by working with students individually or in groups to provide treatment of an illness or disability and training in the activities of daily living;
- Confers periodically with an Occupational therapist regarding all facets of student care and related activities;
- May fabricate and apply splints and assistive devices, trains students in self-care activities and uses varied media to improve their physical or mental functioning;
- Prepares and sets up occupational therapy treatment apparatus;
- Participates with other school personnel in the formulation of student total health care plans;
- Supervises Occupational Therapy Aides as directed by the Occupational Therapist;
- Observes, records and reports students reactions to occupational therapy treatments and program;
- Prepares and maintains records of treatment;
- Provides for and observes safety precautions during all phases of therapy;
- Inventories, cleans, stores and maintains supplies and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles, techniques and terminology of occupational therapy treatment procedures; working knowledge of occupational therapy material and equipment and their appropriate application to a variety of student disabilities; ability to observe, record and report students responses to treatment; ability to work effectively with the aged, ill and disabled; ability to plan and supervise the work of others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Certified by the New York State Education Department as an Occupational Therapist Assistant.

REVISED by the Franklin County Personnel Officer on 7/15/97.

  
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Personnel Officer

C

LONG TERM HOME HEALTH CARE COORDINATOR

GENERAL STATEMENT OF DUTIES: Has primary responsibility and authority for the operation of the Long Term Home Health Care Program which includes the assessment of patients who wish to return to or remain in a community setting; and arranging for appropriate extended community services which might best ensure patient safety and well being. The incumbent does related work as required.

REPORTS TO: Director of Patient Services

TYPICAL WORK ACTIVITIES:

Promotes and encourages referrals by providing education for hospital, nursing home, medical, community health, and social services personnel.

Responds to requests for Home Health Care for patients made by physicians, hospital/nursing home, social services personnel, community agency personnel, families, etc.

Coordinates with the Department of Social Services Case Manager in the evaluation of patient's care and social service needs.

- a. Interprets services as appropriate to care needs;
- b. Informs patient and primary care giver as to the extent and limitation of services available;
- c. Determines if the support system will adequately serve to ensure patient safety and well being.

Coordinates with the Department of Social Services Case Manager in planning service needs within budget "caps" allowed.

Provides physician with suggested care plan for his approval. Secures complete and adequate written orders for transmittal to professional staff. Arranges for all necessary contracted therapies and aide level services. Arranges for necessary community services and equipment to provide adequate home care.

Participates with the Department of Social Services Case Manager in periodic re-evaluation and revision of patient care plan, including, as a minimum, the 120 day review.

Submits completed evaluation materials including budgeted services to the Department of Social Services for approval.

Ensures appropriate charting, including care planning implementation and revision, renewal of physicians orders.

Submits statistical reports as requested by local and state officials.

Establishes liasion between community providers, staff, clients and families to promote continuity of care.

Provides overall supervision of services provided to Long Term Home Health Care Program patients; day to day supervision is provided by the Supervising Community Health Nurses.

Participation in periodic conferences with Supervising Community Health Nurses regarding status of patients and program.

Provides the orientation of staff to the Long Term Home Health Care Program.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of current nursing practice and supervision; thorough knowledge of community organizations; skill in the application of nursing procedures and techniques of patient care; ability to plan and coordinate the work of others; ability to establish and maintain cooperative working relationships; ability to communicate effectively; both orally and in writing; ability to perform duties in accordance with AWA Code for Professional Nurses; thorough knowledge of Long Term Home Health Care Program rules and regulations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Licensure and current registration to practice as a Registered Professional Nurse in New York State and either;

1. A baccalaureate degree in nursing or a health or human services field and two (2) years experience in home care; or
2. The following combination of education, experience and/or training:
  - (a) Four (4) years experience in home care; and
  - (b) Six (6) credit hours, or the equivalent, of education/training in public health and principles of management.

REVISED by the Franklin County Personnel Officer on 8/31/95.

  
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Personnel Officer