

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 5601710

Assistant Director Nursing 1 (Youth), Grade 25	5601710
Director Nursing 2 (Youth), M-3	5602110

Brief Description of Class Series

Assistant Directors Nursing 1 (Youth) are registered professional nurses that monitor medical care for youth in Office of Children and Family Services (OCFS) facilities and residential programs operated by contract agencies.

The Director Nursing 2 (Youth) is a registered professional nurse that directs and supervises the operation and management of the OCFS nursing program.

Distinguishing Characteristics

Assistant Director Nursing 1 (Youth): under the general direction of the Director Nursing 2 (Youth), provides administrative supervision and oversight to Registered Nurse Supervisors 1 of Division of Juvenile Justice and Opportunities for Youth (DJJOY) facilities; oversees the basic operations of the medical units in the facilities based on current OCFS policies and procedures; and acts as the liaison between facility administration staff and the Bureau of Health Services.

Director Nursing 2 (Youth): director level; establishes and maintains standards, policies, and procedures of nursing practices; evaluates and monitors professional clinical nursing staff to ensure competent nursing care; reviews records for compliance with agency practice/protocol and develops corrective plans of action when necessary; monitors nursing trends; advocates for resources; and recommends operational improvements.

Illustrative Duties

Assistant Director Nursing 1 (Youth)

Monitors and develops nursing programs for OCFS and contract facilities.

Provides guidance to facility nursing administrators, nursing staff, and contract personnel.

Develops nursing manual and clinical protocols for facility nursing staff.

Reviews Unusual Incident Reports (UIR), identifying deficiencies and developing a corrective action plan with facility staff as needed.

Completes facility site audits for evaluation of nursing care or compliance with nursing standards, agency policies, and accreditation standards.

Participates in prevention planning and implementation of medical treatment practices and procedures for contagious diseases and potential epidemics that may occur in OCFS facilities.

Reviews facility medication reports and provides recommendations.

Monitors and implements agency Automated External Defibrillator program.

Manages agency Hepatitis B employee vaccination program.

Coordinates the Tuberculosis Program for staff and youth in OCFS facilities.

Provides oversight, guidance, and monitoring for the HIV Prevention Program under the agreement with the OCFS memorandum of understanding with the NYS AIDS Institute.

Provides oversight and monitoring of youth identified with Sexually Transmitted Diseases.

Follows up and consults on care of individuals with significant active health problems to determine that adequate and comprehensive care has been provided.

Reviews OCFS requests for proposals, policies, guidelines, and protocols for medical services for individuals in the care and custody of the OCFS.

Director Nursing 2 (Youth)

Plans, directs, and supervises the operation and management of OCFS nursing programs; provides administrative direction to clinical nursing staff.

Advises medical staff, department heads, and administrators in matters related to nursing services.

Recommends establishment or revision of facility policies and procedures related to nursing.

Interprets policies and objectives of nursing service to staff and community groups.

Coordinates continuing education on evidence-based nursing practices.

Consults with clinical nursing staff on difficult cases.

Develops and monitors programs; implements quality assurance measure and recommends continual improvements.

Monitors compliance with applicable laws and regulations and maintains standards of care outlined by OCFS.

Serves as a member of the executive-level management team and participates in the decision-making process regarding facilities policies.

Serves on various administrative and clinical staffing committees and takes an active role in planning, developing, implementing, and evaluating facility goals, objectives, polices, procedures, and opportunities for performance improvement.

Participates in strategic long-range planning, policy formulation, and decision making.

Acquires and allocates human, material, and financial resources for specific functions and activities.

Minimum Qualifications

Assistant Director Nursing 1 (Youth)

Open Competitive: possession of a license and current registration to practice nursing in New York State; a bachelor's degree in nursing; and two years of post-licensure clinical nursing experience in a general or governmental hospital, hospital clinic, nursing home or institutional setting such as a facility for alcohol and substance use treatment or for the mentally disabled as defined by New York State and Mental Hygiene Law or a correctional or court adjudicated youth facility. One year of the experience must have been at a supervisory level.

Director Nursing 2 (Youth)

Open Competitive: possession of a license and current registration to practice nursing in New York State; a bachelor's degree in nursing; and three years of post-licensure professional clinical nursing experience in a facility or program providing services to people diagnosed with mental illness, developmental disabilities, alcohol and/or substance use, or in a residential or community care setting for adult correctional, juvenile justice or forensic mental health clientele. Two years of the experience must have been at a managerial level.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

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