Residence Requirement/Preference: There are no residency requirements for the above vacancy. However preference in appointment may be given to residents of Otsego County.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal 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 or dismissal.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the public health core programs. Responsibilities include ensuring the OCDOH rabies protocol is adhered to; coordinates the Child Passenger Safety Program and works with other agencies according to regulations; must be able to work effectively with the public. The work is performed under the general supervision of a Registered Professional Nurse and in accordance with established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Does follow up on all rabies reports, including calling animal owners and veterinarians. Completes paperwork and ensures that the Otsego County Public Health Rabies protocol is adhered to
- Assists RN with developing and maintaining rabies clinic schedules and works rabies clinics
- Participates in on-call rotation
- Participates in clinics/PODS as needed
- Coordinates Child Passenger Safety Program
- Assists RN’s as needed in carrying out grant related activities and core public health programs
- Assists Immunization Coordinator with the Immunization Action Plan activities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of animals and willingness to learn current laws and regulations as they relate to rabies; general knowledge of public health programs; ability to meet and deal effectively with the public; ability to understand and carry out written and oral instruction; ability to maintain and prepare reports; ability to work under the supervision of an RN.

MINIMUM QUALIFICATIONS: Completion of a course of study approved by the State Education Department as qualifying for Licensed Practical Nurse

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a license issued by the State of New York to practice as a Licensed Practical Nurse. Possession of license at the time of appointment.