

**Job ID:****396536**

# of Positions: 1

**Business Title:****Nursing Supervisor, Bureau of Sexually Transmitted Infections (BSTI)****Civil Service  
Title:****Title Code No:****Level:**

1003C

**Title Classification:**ADMINISTRATIVE PUBLIC HEALTH  
N

Competitive

**Job  
Category:**

Health

**Proposed Salary Range:**\$ 31.19 - \$ 58.58  
(Hourly)**Career Level:**

Experienced (non-manager)

**Work Location:**

42-09 28th Street

**Division/Work Unit:**

STI Medical Services

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### Job Description

#### About the Organization:

The New York City Department of health and mental Hygiene is a world renowned agency with a long tradition of protecting and promoting health in the nation's most culturally and linguistically diverse city. Since its creation as the Board of Health in 1805, the DOHH has been recognized for its innovative and groundbreaking work to protect and promote the health of over 8 million residents.

At the Mayor's request, the DOHMH in collaboration with the other city agencies has developed a plan to support the statewide effort to bring the number of new HIV infections in New York to no more than 750 per year by 2020. The NYC plan to End the AIDS Epidemic draws upon the recommendations made in the Ending the Epidemic (EtE) Task Force report ([health.ny.gov/EtE](http://health.ny.gov/EtE)) and includes the following priorities:

- 1) Promote education, distribution, and access to new medicines that prevent HIV;
- 2) Expand the delivery of new medicines;
- 3) Support the social and physical health of marginalized populations, disproportionately affected by the HIV epidemic;
- 4) Enhance care for New Yorkers with HIV;

5) Use state-of- art science to improve HIV prevention efforts.

With fewer than 750 new infections each year, the City will experience a natural and progressive decline in the total number of people with HIV/AIDS.

The Bureau of Sexually Transmitted Infections (BSTI) has the mission of improving the sexual health of all New Yorkers. To achieve this, the Bureau provides direct clinical services to people seeking sexual health care, and services to sex partners; monitors disease trends; provides education and training to providers and community groups, conducts research and develops policy to improve sexual health and wellness. The BSTI operates 8 Sexual Health clinics throughout New York City (NYC).

Position: Nurse Director

Principal Duties and Responsibilities:

- Supervise the daily operations of the nursing staff including manage time and attendance and create the nurse clinical schedule.
- Develop new initiatives that better serve the diverse sexual health needs of New Yorkers in collaboration with the medical directors
- Collaborate and work closely with medical providers to improve the current sexual health programs and initiatives of BSTI.
- Incorporate a harm reduction, trauma informed, and sex positive approach to sexual health.
- Oversee and manage nurse trainings with didactic elements and on-site clinical work.
- Work in a clinic alongside nursing staff.
- Design and implement Quality Assurance/ Quality Improvement programs.
- Evaluate nursing staff performance; maintain personnel records and review personnel evaluations
- Assist in the development and administration of staff education, in-service training and orientation programs for nursing staff. Plan the quarterly trainings for the nursing staff.
- Formulate and interpret policies and procedures, including updating the Triage Nurse Policy and Procedures Manual whenever new protocols are instituted Bureau-wide.
- Select, review and recommend educational material for staff usage.

- Work closely with the Medical Directors and perform other duties as assigned by Medical Directors.

### **Minimum Qual Requirements**

1. A valid New York state license as a Registered Nurse, a baccalaureate degree in Nursing from an accredited college and a master's degree in Nursing, Public Health or a related field, plus four years of recent experience in public health or hospital nursing or a related field; at least 18 months of which must have been in an administrative, managerial, executive, consultative or educational capacity, or in supervision of professional public health nursing personnel working in any of the above mentioned areas; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess a valid New York State license as a Registered Nurse, and a baccalaureate degree in Nursing from an accredited college; and must possess the 18 months of specialized experience as described in "1" above.

### **Additional Information**

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#### **\*\*IMPORTANT NOTES TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.

- Proof of Education according to the education requirements of the civil service title.
- Current Resume
- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

#### **\*\*LOAN FORGIVENESS**

The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOHMH qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements.

Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements:

<https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

**"FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL"**

#### **To Apply**

Please email Carlotta Starks at [cstarks1@health.nyc.gov](mailto:cstarks1@health.nyc.gov) for details on how to apply.

The NYC Health Department is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage people of color, people with disabilities, veterans, women, and lesbian, gay, bisexual, and transgender and gender non-conforming persons to apply.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law.

#### **Residency Requirement**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.