

Jurisdiction: Oneida County  
Jurisdictional Class: Competitive  
Revised: 10/1/96  
(title chg. from Project Director  
of CAPA)

## **DIRECTOR OF MEDICAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Department of Social Services and involves responsibility for directing, planning, organizing, developing, implementing and monitoring all the aspects involved in administering the medical services program. The goal of the program is to assure eligible clients access to appropriate medical services which are available. Responsibilities include supervision of the Managed Care Unit, as well as, CAPA (Community Alternative Placement Agency), Medicaid, medical services and the medical accounting procedures required to operate the program. Supervision is exercised over professional and clerical staff. The incumbent in this class participates in agency policy development, reorganization and efforts to correct operational deficiencies. The work is performed under the general direction of the Commissioner of Social Services. Does related work as required.

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

Reviews, directs and evaluates work in order to ensure appropriate levels of health care for the elderly and chronically ill;

Selects personnel and maintains staffing required to meet the needs of the program;

Provides direction and supervision to agency staff, assuring that on-going training is available, and that staff are performing satisfactorily within their defined responsibilities;

Analyzes and evaluates the impact of the CAPA Project, and develops written reports for submission to the Commissioner of Social Services;

Provides information to the general public and to the service community on the availability and appropriate use of long-term care resources through public speaking, media releases, and participation on advisory boards;

Interprets Federal, State and local policies and programs, as they relate to long-term health care and the administration of the Community Alternative Placement Agency;

Ensures optimal use of financial resources relative to long-term care;

Provides information and makes recommendations to ensure comprehensive continuum services for the chronically impaired;

Participates in the development of the annual department budget and regulates all project expenditures;

Coordinates with agencies involved in managing long-term health care, making sure that non-institutional services such as transportation, housing, day-care and homemaker services are available wherever appropriate;

Develops agreements, contracts and grants, where applicable, to provide agency services or to secure services needed by the agency in consultation with the department head;

Assures collection of, and interprets, data in regard to the performance of current long-term care systems;

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**Typical Work Activities con't:**

Maintains effective relationships with advisory committees, the provider and consumer community, County administration and the Legislature;  
Plans and develops a formal managed care plan to be used as a guide in assuring the quality of medical services to medicaid eligibles;  
Analyzes and evaluates the impact of the managed care component for on-going updates and improvement of the operation.

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

Thorough knowledge of long-term health care programs and community resources, which can be utilized to aid the elderly and chronically ill; thorough knowledge of Federal, State and local laws related to human services programs; thorough knowledge of the characteristics and needs of the elderly; good knowledge of the functions and character of relationships between the Community Alternative Placement Agency, health and human service institutions, and the community; good knowledge of governmental budgeting procedures; good knowledge of modern principles of supervision and management; good knowledge of public information and relations techniques; ability to plan, coordinate and evaluate long-term health care program; ability to plan and supervise the work of others, and to evaluate their performance; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in a health-related field **AND** licensed to practice as a registered nurse in New York State **AND** five (5) years of experience in social casework, with a social or health agency adhering to acceptable standards; two (2) years of which must have been in the field of medical social work, with one (1) year in a supervisory capacity; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing **AND** licensed to practice as a registered nurse in New York State **AND** six (6) years of experience, as outlined in (A) above; OR
- (C) Graduation from an accredited school of nursing in New York State and licensed to practice as a registered nurse in New York State, **WITH** one (1) full year toward college course work in a regionally accredited or New York State registered college or university, **AND** seven (7) years of experience, as outlined in (A) above; OR
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.