



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Health Programs Coordinator**
Jurisdictional Class: Competitive
Civil Division: Public Health
Adoption: CSM 3/15/00
Revised: CSM 6/13/07; 11/12/08; 9/10/14; 3/13/19

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Health Department and involves responsibility for coordinating and administering data management and outreach aspects of assigned Chronic Disease and other public health programs. Duties include program management, completion of work plan functions, assisting with community outreach work and arranging client services. Work is performed under administrative direction of the Director of Community Health Services or designee, with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is not generally a function of this position. Incumbent will also perform related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Case manages clients receiving abnormal results and enrolls eligible clients in to the Medicaid Cancer Treatment program after a cancer diagnosis.
Coordinates and administers data management aspects of a public health program to complete work plan requirements, identify clients and determine their eligibility for chronic disease services;
Screens prospective applicants, explains the program, and prepares intake forms, follow up forms, and enters information in to state database.
Schedules with provider offices to coordinate required site visits and program review;
Works with health providers regarding client enrollment status, questions and statistics, program requirements;
Serves as liaison between clients, state, and health care providers regarding questions and concerns;
Assists in conducting public education and targeted outreach to community based agencies, senior citizen groups, civic organizations and potential referral sources that have contact with clientele to increase enrollment in appropriate programs;
Researches and prepares statistical reports related to programs;
Informs and refers clients to the appropriate chronic disease program or if indicated to other community based services as able;
Produces and distributes program materials to advertise program and increase enrollment;
Collects data for programs
Reviews active files to determine whether clients are keeping appointments, recalls clients as needed and recertifies eligibility as appropriate for program;
Implements strategies designed to maintain client enrollment (i.e. recall plan);
Assists in preparing grant or other funding requests and seeks out additional funding sources;
Assists in conducting promotional activities (e.g. events, use of mass media, etc.) to increase awareness of chronic disease and other public health programs;
Acts as a resource person and liaison with health care providers and the community;
Attends local chronic disease coalition meetings as necessary, appropriate subcommittees, and regional/state meetings pertaining to chronic disease and public health programs;
Maintains client records, prepares reports and performs a variety of duties related to the administration of the programs;
Adheres to work plan activities and timelines of public health and grant funded programs;
Acts as advocate for additional financial assistance for clients needing further diagnosis and treatment, if applicable to program;
May participate in public health emergency activities as trained and assigned; Does other related work as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of public health program administration;
Good knowledge of chronic disease program operations, goals and objectives;
Good knowledge of methods and procedures used in determining financial eligibility;
Good computer skills (i.e., word processing and database management);
Ability to plan, implement and manage chronic disease program;
Ability to determine financial eligibility of individuals applying for assistance, as applicable to program;
Ability to develop and maintain effective working relationship with clients, professional groups, providers, public and private social groups, vendors and others;
Ability to keep records and prepare reports;
Ability to express oneself effectively both orally and in writing.
Excellent listening skills;
Physical condition commensurate with the demands of the position;
Available to work flexible hours.

MINIMUM QUALIFICATIONS:

- (A) NYS RN with Bachelor's Degree in nursing (preferred) or other related field; OR
- (B) Bachelor's Degree with 3 years' experience in health care related field or delivery of health care;
OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT(S):

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.