



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	LONG TERM CARE ADMINISTRATOR
Jurisdictional Class:	Competitive
Civil Division:	Public Health Social Services
Adoption: CSM	5/11/94
Revised: CSM	12/13/95, 1/14/98, 6/8/11

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Human Services and involves responsibility for coordinating, monitoring, and integrating activities involved in meeting the goals and objectives of the Long Term Care Management System. The work involves the development, implementation, and management of a long term care program for the elderly and chronically ill, with the goal of enabling clients to remain in their homes or community for as long as appropriate rather than relying on costly, restrictive institutional care. Work is performed under the general supervision of the Director of Health & Human Services. Supervision is exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops, implements, and manages a long-term care system for the elderly and chronically ill;
Selects in consultation with appropriate department head and maintains staff required to meet the needs of the department;
Reviews, directs, and evaluates care plans in order to ensure appropriate levels of health care for the elderly and chronically ill;
Ensures optimal use of reimbursement and financial resources relative to long-term care;
Interprets federal, state, and local policies and regulations as they relate to long-term health care;
Analyzes and evaluates the impact of the Long-Term Care Management System and develops written reports;
Establishes and maintains effective working relationships and liaison with advisory committees, the provider and consumer community, the County administration;
Provides public relations/community education programs;
Interprets federal, state, and local policies on eligibility payments and operations as they pertain to this program;
Supervises long-term care services involving screening central assessment care planning, case management, community-based nursing home assessments, adult home and adult boarding home placements, and placement in special home health program;
Supervises the staff in the Long Term Care Office involving hiring, training, assigning work, and in evaluating work performance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of long term health care programs and community resources appropriate for the special needs of the elderly and chronically ill;
Good knowledge of state and local regulations and policies related to long-term care services;
Good knowledge of interactions relationships among the Long Term Care Management Agency, health and human service providers, and the community;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:
(Continued)

Good knowledge of administrative principles and practices and of their effective application to a community group;

Good knowledge of effective utilization of the concepts and principles of third-party reimbursement and management of procedures and fiscal resources of the Long-Term Care Management System Agency;

Good knowledge of public information and relations techniques;

Working knowledge of data processing techniques and their applications;

Ability to plan and supervise the work of others;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships;

Ability to deal sympathetically and effectively with a population in need of long-term care.

MINIMUM QUALIFICATIONS: EITHER

- (A) Possession of a Master's Degree from a regionally accredited or New York State registered college or university in nursing, health care administration, health delivery systems management, human services administration, health advocacy, health care management, human services or closely related field; AND 2 years of experience involving the assessment of client needs or planning of client services in a health related facility or human service agency, 1 year of which shall have been in a supervisory or administrative capacity; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing, human services administration, health care administration, health delivery systems management, health advocacy, health care management, human services or closely related field AND 3 years of experience involving the assessment of client needs and care planning of client services in a health related facility or human service agency, 1 year of which shall have been in a supervisory or administrative capacity; OR
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in any other discipline AND 7 years of experience involving the assessment of client needs or planning of client services in a health related facility or human service agency, some of which shall have been in a supervisory or administrative capacity AND a demonstrable continuing pattern of career related training.*

*NOTE: Continuing education refers to formal degree programs, in-service education, professional seminars and convocations, or other educational activities designed to help maintain and improve skills and keep abreast of the occupational field for which the exam is being held.

For a course seminar, etc., to be considered part of a candidate's continuing education, it must meet all of the following criteria:

1. It is relevant to the occupational field.
2. It is completed within the last six years.
3. It is completed after the candidate's initial date of licensure (if applicable).
4. It is NOT used to meet the minimum qualifications in A or B.

To receive credit for continuing education, a candidate must demonstrate during the course of the previous six years, either:

1. Completion of 9 college credit hours, OR
2. Attendance at 12 full days (or equivalent part days—minimum total of 90 contact hours) of professional seminars or in-service training, OR
3. An equivalent combination of 1 and 2.