



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Director of Community Health Services**
Jurisdictional Class: Competitive
Civil Division: Public Health
Adoption: CSM 3/12/97
Revised: CSM 6/4/97 (from Director of Community Health Care Program)
2/14/01, 11/12/08, 10/9/13, 9/9/15, 11/8/17

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Health Department and involves direct responsibility to manage, coordinate and plan health services that are governed under the New York State Article 28 Diagnostic and Treatment Clinic and the New York State Article 36 Licensed Home Care Services program, oversight of the Nurse Family Partnership program, and public health prevention. This role utilizes their NYS nursing license to meet New York State Department of Health requirement for full time licensed clinical professional providing direct clinical oversight of the Article 28 and Article 36 programs. The incumbent is responsible for planning, organizing and some fiscal management activities for the programs, including quality control, personnel scheduling and working with budgets. This position involves responsibility for public health related projects and activities including community health assessment, community health improvement plan, grant writing and related work as designated. The work is performed under supervision of the Public Health Director with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of professional and clerical employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs the operation and manages the wellness and preventive health programs, including communicable disease control, maternal and child health programs, and various grant-funded programs;
Directs the operation of diagnostic and treatment clinics and services (NYSCRR Article 28) including lead poisoning prevention and immunization;
Directs the operation of the Licensed Home Care Service Agency (NSCRR Article 36) including maternal and child health programs;
Ensures programs are operating in accordance with state and federal requirements and regulation;
Supervises the number of types of staff required to meet the agency's program responsibilities;
Prepares and manages program budgets with assistance of the Fiscal Director-and Public Health Director;
Coordinates Diagnostic and Treatment Center quality assurance program;
Contributes to Board of Health meetings;
Prepares descriptions for each category of employed or contracted position to clearly outline and identify the scope of practice, responsibility and accountability of the individual accepting the position;
Develops and recommends personnel and policy changes to Public Health Director;
Plans orientation of new personnel and provides appropriate in-service education specific to meeting agency responsibilities;
Makes provision for periodic evaluation of employee performance;
Develops agreements or contributes to contracts where applicable to provide agency services or to secure services needed by the agency;
Interprets agency services and policies to the general public and other health service providers;
Develops procedures for systematic evaluation of programs including quality improvement program for clinical services;
Interviews personnel and recommends to Public Health Director for hiring;

Prepares and supervises the preparation of a variety of records and statistical reports on programs in areas of responsibility;
Establishes operating procedures and develops forms and information collection systems for programs in areas of responsibility;
Monitors budgetary expenditures and revenue for programs responsible for;
Establishes and maintains effective working relationships with community, professional and public agencies to coordinate the provision of services in assigned program areas;
Participates in emergency preparedness and response as trained and assigned;
Performs other related duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of current nursing practices and administration;
Thorough knowledge of principles and practices and terminology of public health administration;
Good knowledge of principles and practices involved in community health care programs;
Good knowledge of modern fiscal and budgetary procedures;
Good knowledge of state and federal regulations affecting community health care;
Good knowledge of community agencies and services which can be utilized in support of special health programs;
Good knowledge of health economics;
Ability to plan and supervise the work of others;
Ability to express oneself clearly both orally and in writing;
Ability to establish and maintain effective working relationships with others;
Ability to prepare and maintain records and reports.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Master's Degree in Nursing, Health Care Administration, Health Services Administration or related field **and** possession of a current valid license and registration issued by the New York State Education Department to practice as a Registered Professional Nurse; **plus** two (2) years of community health care administrative or management experience in a federal, state or local agency or in a diagnostic treatment center or clinic which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Nursing, Health Care Administration, Health Services Administration or related field **and** possession of a current valid license and registration issued by the New York State Education Department to practice as a Registered Professional Nurse; **plus** three (3) years of community health care administrative **OR** management experience in a federal, state or local agency or in a diagnostic treatment center or clinic, two years of which shall have been in a supervisory capacity.
- (C) Graduation from a regionally accredited or NYS registered college or university, or nursing program, with a degree in Nursing, Health Care Administration, Health Services Administration or related field **and** possession of a current valid license and registration issued by the New York State Education Department to practice as a Registered Professional Nurse; **plus** four (4) years of community health care administrative **OR** management experience in a federal, state or local agency or in a diagnostic treatment center or clinic, two years of which shall have been in a supervisory capacity.

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.