

Department: Social Services
Classification: Competitive
Grade: 14

SPEC DISK B2
DOCUMENT 58

MEDICAL SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing medical assistance programs of the Social Services Department such as personal care, child health assurance programs, aid to the disabled and nursing home placements. Work is performed under the general direction of the Director of Social Services with professional direction from the Medical Director and other health professionals. This position is professional in nature and requires a working knowledge of proper medical practices and treatment methods. The position requires direct written and verbal contacts of a technical nature with medical services, providers or clients concerning medical assistance claims or programs. Employees in this class are expected to exercise independent initiative and judgment in the performance of duties. Performs specialized professional services in the administrative control of the personal care program. Emphasis of work is on the interpretation of departmental policies and procedures to personal care workers, physicians, hospitals, nursing homes, allied professions and recipients. Performs specialized professional services in the administrative control of child health assurance programs and nursing home placements. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews medical reports to determine nature of medical care requested; its appropriateness, comprehensiveness and continuity;
Discusses medical programs and services available with clients;
May refer or consult with the Medical Director on difficult cases or those requiring prior approval;
Informs health care providers of new and revised policies, procedures and fee schedules of the department;
Establishes and maintains close contacts with physicians and allied professional personnel;
Arranges for appropriate physical and dental exams;
Establishes and maintains close contact with physicians, hospitals and nursing homes;
Authorizes special items of care and services in conformity with departmental policies, procedures and fees;
Assesses all referrals for services to determine level of care needed;
Writes appropriate plans;
May supervise personal care aides, medical workers and other professional, para-professional or clerical staff involved with medical assistance programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the policies and procedures involved in medical diagnosis and treatment; thorough knowledge of the medical terminology used by physicians and other medical personnel; knowledge of local, state and federal laws affecting social welfare, medical and health programs; knowledge of current literature, sources of information and recent developments in the field of medical assistance programs; good knowledge of the principles and practices of supervision; good knowledge of governmental laws, rules and regulations impacting the delivery of personal care services; working knowledge of community health care resources, ability to establish and maintain effective working relationships with other health care professionals; ability to read and interpret medical reports; ability to perform nursing assessments; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise good judgment, initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from an accredited school of nursing and licensed to practice as a Registered Professional Nurse in New York State plus two years professional experience in a medical institution or other agency which is involved in the delivery of health services in a supervisory capacity.