

LONG TERM CARE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for coordinating, monitoring, and integrating all 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 rather than relying on costly, restrictive institutional care. Work is performed under the general supervision of the Assistant to the County Executive. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Develops, implements, and manages a long term care system for the elderly and chronically ill;
2. Selects and maintains staff required to meet the needs of the department;
3. Develops agreements, contracts, and grants for the provision of services;
4. Reviews, directs, and evaluates care plans in order to insure appropriate levels of health care for the elderly and chronically ill;
5. Insures optimal use of financial resources relative to long term care;
6. Interprets federal, state, and local policies and regulations as they relate to long term health care;
7. Analyzes and evaluates the impact of the Long Term Care Management System and develops written reports;
8. Develops the annual budget and monitors expenditures of all departmental funds;
9. Establishes and maintains effective working relationships and liaison with advisory committees, the provider and consumer community, the County administration, and the Legislature;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND 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 and relationships among the Long Term Care Management Agency, health and human service institutions, and the community; good knowledge of administrative principles and practices and of their effective application to a community group; good knowledge of effective utilization of the fiscal resources of the Long Term Care Management System Agency; good knowledge of public information and relations techniques; ability to plan, coordinate, and evaluate a long term health care program; ability to plan and supervise the work 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; physical condition commensurate with the demands of the position.

LONG TERM CARE DIRECTOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in human services, public administration, a health-related or a closely related field and two (2) years of related experience, one year of which must have been 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 human services, Public Administration, a health-related or closely related field and four (4) years of related experience, one year of which must have been in a supervisory capacity;
- OR: (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

A department head may require the possession of a valid New York State Motor Vehicle Operator's license at time of appointment.

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ADOPTED: 01/01/86