

CASA INFORMATION SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving responsibility for designing and maintaining CASA's (Community Alternatives Systems Agency) data collection system and providing any specialized information required in support of and for future projections of the Long Term Care System. General supervision is provided from the Long Term Care Director. Supervision is exercised over subordinate staff.

TYPICAL WORK ACTIVITIES:

1. Develops and maintains structure of CASA information systems;
2. Provides a variety of reports in narrative and/or statistical format, using standard software packages to retrieve and present information;
3. Under Director's supervision, develops work and policy procedures for efficient administration of office;
4. Develops and modifies existing forms to streamline information retrieval while still meeting all local and State reporting requirements;
5. Supervises the development of information systems in department and staff working with information systems;
6. Designs procedures and measurement tools for new programs such as Quality Assurance and Utilization Review;
7. Assists Director in new projects such as cost control and alternate care studies;
8. Controls the departmental resource center and records management program;
9. May prepare grants, requests for proposals, letters of intent, etc.;
10. May assist in the planning and coordination of matters related to budget preparation and maintenance, personnel and agency procedures;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of public administration with emphasis on effective organization, administration and management; good knowledge of the characteristics, needs and interests of the client population served by long-term care programs; good knowledge of data processing techniques and their applications; good knowledge of modern principles and practices of social case management; good knowledge of available community facilities and resources; working knowledge of the principles and practices of modern account-keeping and budget control; ability to communicate effectively, both orally and in writing; ability to supervise the work of others; ability to carry out and make special studies relating to organization, structure and policy; ability to analyze and resolve complex problems; ability to prepare narrative and statistical reports; good judgment; tact; initiative; physical condition commensurate with the demands of the position.

CASA INFORMATION SERVICES SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree and one (1) year of full-time paid work experience in social work, community services, human services planning or a similarly related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and three (3) years of full-time paid work experience in social work, community services, human services planning or a similarly related field;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and five (5) years of full-time work experience in social work, community services, human services planning or a similarly related field;
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

HU1204

ADOPTED: 08/10/88

REVISED: 07/01/91