

## **DIRECTOR, MEDICAL SERVICES (DSS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional work involving responsibility for developing, implementing and overseeing policies and procedures for adults, children and their families including community-based home care and medical/social-related services provided through the Medical Assistance Program (i.e. Medicaid) in the Department of Social Services, as well as waiver programs and for providing oversight of programs administered by the Department of Health (e.g., Traumatic Brain Injury (TBI), Nursing Home, Child Welfare Modifications Program). The work is performed under the general direction of a higher-level administrator and in accordance with applicable Federal, New York State and local laws, regulations and directives. Supervision is provided to professional and technical staff. Does related work as provided.

### **TYPICAL WORK ACTIVITIES:**

Develops policies and procedures regarding the provision of community home-based care and medical/social-related services and makes recommendations to the Deputy Commissioner of Social Services regarding same;

Plans, coordinates, implements, monitors and oversees services for community home-based care and medical/social-related services to eligible clients and their families;

Gathers and evaluates medical and social documentation and makes recommendations to the Medical Director (contracted physician) regarding the appropriateness of services and medical needs/issues;

Reviews and evaluates medical-related information to evaluate eligibility and identify clients' needs for services, including, but not limited to Medicaid waiver programs;

Makes home visits, as needed in accordance with the Uniform Assessment Services (UAS) application, to assess medical/nursing/home care needs and develops/reviews a plan of care in order to make recommendations regarding services;

Meets with staff to discuss case management, including the coordination of home care and related services, makes decisions regarding program eligibility, amount of services needed, resolves problems, etc.;

Acts as liaison with managed care companies to facilitate the transition of individuals from Medicaid to private medical insurance;

Audits, reviews and assesses congregate and long-term care facilities (e.g. assisted living facilities) that are under contract with the Department of Social Services to provide care to clients receiving Medicaid in order to ensure the quality of services, the facility's adherence to standards, program effectiveness, etc.;

Compiles data and prepares reports in accordance with New York State and local regulations providing a comprehensive analysis of contracted services to ensure program effectiveness and may make recommendations for program improvements;

Monitors and reviews medical records for children in foster care to ensure they are receiving access to appropriate medical care;

Assists with special projects, grant funding and locating alternate funding sources;

Represents the Department of Social Services in meetings to exchange information with other agencies and ensure the appropriateness of ongoing community-based services.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of regulations governing the provision of community-based health-related services; good knowledge of regulations covering the New York State Medical Assistance Program; ability to apply nursing practices to the identification and evaluation of home care services; good knowledge of the principles and practices of administration; ability to audit, review and assess long-term care service providers; ability to understand and interpret government regulations with respect to the provision of services under the New York State Medical Assistance Program;

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ability to supervise the work of others; ability to establish and maintain cooperative working relationships with others; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Nursing and three (3) years of professional nursing experience, at least two (2) years of which was in a home health care setting providing nursing services, assessments or other medical/social support and at least one (1) year of which included the supervision or management of staff.

**SPECIAL REQUIREMENTS:**

1. Possession of a license issued by the State of New York to practice as a Registered Professional Nurse.
2. Possession of a valid driver's license or accessibility to transportation to meet field work requirement in a timely and efficient manner.