



VACANCY ANNOUNCEMENT

VALLEY VIEW CENTER FOR NURSING CARE & REHABILITATION MEDICAL RECORDS DIRECTOR

Applications are now being accepted for the position of Medical Records Director at the Valley View Center for Nursing Care & Rehabilitation at the Orange County Department of Residential Health Care Facility. The nature of this appointment is provisional pending outcome of Civil Service Examination.

The work involves responsibility for directing and supervising the maintenance of permanent health information systems within the Medical Records division of the Department of Residential Health Care Services.

The work is carried out in accordance with established policies and procedures and involves managing and operating a system for acquiring, analyzing, coding, storing and retrieving detailed patient/resident medical records. The work is performed under the general supervision of the Director of Nursing with latitude for independent judgement in planning and executing the operating methods and procedures of the division. Direct supervision is exercised over the work of employees assigned to Medical Records.

MINIMUM QUALIFICATIONS: Certification as an Accredited Records Technician (ART) or Registered Health Information Technician (RHIT).

CIVIL SERVICE EXAMINATION IS A REQUIREMENT FOR APPOINTMENT EXAMINATION NOTICE TO BE ANNOUNCED AT A LATER DATE

The successful candidate will be subject Criminal History Record Check.

STARTING SALARY: County Employees – According to CSEA contract (for Grade 14)
New employees: Grade 14, Step 02: \$33.3176 per hour/\$60,638 annually (35 hour week);
Step increase after 52 weeks of service = \$35.2561 per hour/\$64,166 annually

***Qualified employees may be eligible for a NYS Health Care Worker bonus of up to \$1,500 per vesting period** (a vesting period is defined as a series of six-month periods between the dates October 1, 2021, through March 21, 2024).

****In accordance with Title 10 of New York Codes, Rules & Regulations, as amended effective August 26, 2021, personnel of covered entities (including nursing homes) are to be vaccinated against COVID-19 with the first dose received prior to appointment. Proof of vaccination is required.**

SEND APPLICATIONS FOR IMMEDIATE OPPORTUNITY TO:

Orange County Department of Residential Health Care Facility
ATTN: Staff Resources
2 Glenmere Cove Road
Goshen, NY 10924
(845) 291-4497

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.

An Equal Opportunity Employer

Date of Issue: 12/16/2022