



Steven M. Neuhaus  
County Executive

## **MEDICAL RECORDS DIRECTOR VALLEY VIEW CENTER FOR NURSING CARE & REHABILITATION**

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: Either:**

- (A) Certification as an Accredited Records Technician (ART) or Registered Health Information Technician (RHIT); or
- (B) Associate's Degree or higher in Health Information Technology or a closely related field.

### **NOTES:**

- 1) Applicants qualifying under (B) must become certified as an Accredited Records Technician (ART) or Registered Health Information Technician (RHIT) within one (1) year of appointment;
- 2) Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**\*\*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.**

### **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 04: \$37.1949 per hour/\$67,695 annually (35 hour week);

Step increase after 52 weeks of service = \$39.1335 per hour/\$71,223 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).

### **Additional Fringe Benefits Include:**

- ❖ Paid Holidays (Twelve full day holidays and two half day holidays per year after 30 days employment)
- ❖ Accrued Paid Leave (Sick Leave, and after 26 weeks employment Vacation and Personal Leave)
- ❖ Comprehensive Benefit Package (Medical, Dental, Vision Insurances)
- ❖ Retirement Plan through New York State & Local Retirement System
- ❖ Optional participation in Deferred Compensation Plan; Flexible Medical Accounts; Flexible Dependent Care Accounts; additional optional insurance coverages (AFLAC, Liberty Mutual, CSEA, NY Life)

### **Send Application to Staff Resources:**

Valley View Center for Nursing Care & Rehabilitation  
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](http://www.orangecountygov.com) and follow the link to the Department of Human Resources page.

**AN EQUAL OPPORTUNITY EMPLOYER**

**5/23/23 revised**