

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATIONS

TITLE: DEPUTY COMMISSIONER, HOME HEALTH CARE SERVICES **GRADE:** 25

TITLE ABBREVIATION: DEP COMM, HHCS **TITLE NO.:** 562260

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** HOME HEALTH CARE

NATURE OF THE WORK: The Deputy Commissioner of Home Health Care Services plans, organizes, directs and controls the work of the Home Health Care Services Division. Areas of responsibility include planning, organizing, implementing, and evaluating the day-to-day operations of Valley View Homecare to ensure Valley View Homecare's patients get the proper care at home they are scheduled to receive. The Deputy performs administrative duties in conjunction with patient care services to ensure continuity of services. The Deputy is responsible for local, state and federal regulatory compliance and must possess knowledge of Certified Home Health Agency rules and regulations.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the *Non-Competitive class of the classified service. Work is performed in compliance with federal, state and local regulations and facility policies, under the general direction of the Commissioner, with wide latitude for independent judgment. Supervision is exercised over assigned staff. General responsibilities require independent application of administrative, managerial and professional skills in the accomplishment of program goals and objectives.

TYPICAL DUTIES AND TASKS:

Responsible for all aspects of the homecare services which includes assessing new referrals, coordinating care for current Valley View Homecare patients, receiving and handling concerns from patients or their family members;

Coordinates determination of patient home health benefits, medical necessity, and ongoing insurance approvals;

Ensures patient needs are continually assessed and care rendered is individualized to patient needs, appropriate and reasonable, meets home health equity criteria, and is in accordance to physician orders;

Coordinates all aspects of care with all disciplines, including skilled and para-professional staff physicians, durable medical equipment providers, insurance payers, caregivers/family members, transferring facilities, and any other applicable healthcare providers; assesses and provides for needed and required education of staff to accomplish the duties of the role;

Develops annual budget and all other fiscal planning for the Valley View homecare services division and ensures operations remain within the budget;

Supervises employees engaged in all fiscal auditing and accounting of homecare services to ensure compliance with all Medicare, Medicaid and third-party payer mandates as well as applicable federal, state, local laws, and regulatory agencies;

Plans, implements, evaluates, and supervises service delivery to ensure appropriateness of care and utilization of services, equipment, and supplies through activities such as random patient visits, medical records review, and case conferences;

Recruits, hires, and contracts with all employees and consultants assigned to homecare services and ensures regulatory compliance of staff;

Prepares and implements all contracts with insurance companies to enhance, improve, and maintain Valley View Homecare referrals;

Compiles statistics and prepares reports using computer applications such as spreadsheets, word processing, database software or other standard office equipment;

Develops and coordinates Quality Assessment Performance Improvement (QAPI) regulatory requirements and meetings along with staff meetings and participates in and reports at Governing Body regulatory meetings;

Participates and attends meetings to report on progress/status of home care program as well as to grow and advance the homecare services program of the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Department of Health regulations and federal, state and local laws pertaining to long-term care; thorough knowledge of OASIS and Centers for Medicare and Medicaid Services for participation for Certified Home Health; thorough knowledge of administrative practices and procedures applicable to the operation of home health care agency and a long-term care facility; good knowledge of effective management and supervisory techniques; good knowledge of the problems of the geriatric population and their caregivers; working knowledge of general medical care field; skill in the use of standard office equipment and computer applications such as spreadsheets, word processing, e-mail, calendar, and database software; skills in clinical assessment and case management; organizational, interpersonal and communication skills; ability to plan and supervise the work of others; ability to establish effective working relationships; ability to deal tactfully with staff, clients, family members, government agencies and the general public; sound professional judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and possession of a current New York State registered professional nurse registration with one (1) year of supervisory experience in home health care, a long-term care facility, hospital or human service agency; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and two (2) years of experience in health service administration, one (1) year of which shall have included supervisory experience in home health care, a long-term care facility, hospital or human service agency; OR
- (C) Possession of a license and current registration issued by the New York State Education Department, to practice as a registered professional nurse and four (4) years of experience in home health care, one (1) year of which shall have included supervisory experience in a home health care agency, a long-term care facility, hospital or human service agency.

ADOPTED: 05/12/2018 dmc

REVISED: 10/18/2018 dmc

Juris. Class Update: 6/15/21 AT