

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATIONS

TITLE: DIRECTOR OF ADMISSIONS AND HUMAN SERVICES **GRADE:** 23

TITLE ABBREVIATION: DIR ADMS HUM SRV **TITLE NO.:** 6347

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

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

NATURE OF THE WORK: The Director of Admissions and Human Services plans, organizes, directs and controls the work of the Human Services Division. Areas of responsibility include admissions, discharges, facility census, discharge planning and communications. Serves as Administrator on Call (AOC) as required.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the 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.

TYPICAL DUTIES AND TASKS:

Responsible for all aspects of the admission, discharge, transfer and room change process to assure maximum utilization and financial reimbursement to the facility and to minimize placement trauma to residents and families;

Oversight of resident census on a daily, monthly and annual basis to determine reimbursement by various payer sources;

Develops and implements a marketing plan for the facility;

Establishes and maintains good working and positive public relations with area hospitals, nursing homes, Orange County departments and the community;

Ensures that all Department of Health regulations relating to residents' rights are adhered to in assigned areas;

Develops policies and procedures and establishes short and long-term goals for the Admissions and Human Services Department;

Participates in Continual Quality Improvement Program for the Admissions Department;

Serves on various committees as assigned;

Compiles statistics and prepares reports as required;

Coordinates special projects as required;

May schedule short-term admissions to respite program.

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 administrative practices and procedures applicable to the operation of 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; ability to plan and supervise the work of others; ability to establish effective working relationships; sound professional judgment; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Master's Degree and two (2) years of supervisory experience in a long-term care facility, hospital, health care or human service agency; OR
- (B) Bachelor's Degree and four (4) years of supervisory experience in a long-term care facility, hospital, health care or human service agency.

NOTE: 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.