

LONG TERM CARE/ADULT PROTECTIVE SERVICES COORDINATOR

TOMPKINS COUNTY

Department Social Services

Classification Competitive

Labor Grade P(16)

Approved Bd. Res.#321, 12/19/95

Revised 2/00; 2/11

By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and supervisory position involving responsibility for the successful operation of a long-term care assessment and case management agency. The emphasis of the program is to seek cost effective community-based alternatives to institutional services. The position is also responsible for oversight of the adult protective services program. The employee works with an advisory council of providers and consumers. Supervision is exercised over the work of subordinate social workers, nurses, caseworkers, and clerical staff in establishing clients' social, health and financial needs. The work is performed under the general direction of the Commissioner of Social Services in accordance with established policies and objectives permitting the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, organizes, directs and coordinates the various functions comprising the long-term care program and the adult protective services program designed for the community;
- Interprets Federal, State and local laws and policies on eligibility and operations as they pertain to this program;
- Conducts assessments of individuals referred for long term care services and adult protective services, including consulting with clients, family members and community agency representatives;
- Monitors the provision of services to clients to ensure needs are being met;
- Responsible for the division's budget preparation and monitoring;
- Assists the participating department in the formulation of policies and objectives in providing long-term care and adult protective services;
- Plans, develops and evaluates programs providing health and social services to the elderly, chronically ill, and at risk vulnerable adults;
- Negotiates service contracts, memoranda of understanding and transfer agreements with providers of long-term care services;
- Supervises long-term care services involving central assessment and placement, nursing home placements, adult home and adult boarding home placements and placements in special home health programs;
- Supervise the staff in the Long-Term Care and Adult Protective Services programs and is involved in hiring, training, assigning work and in evaluating work performances;
- Maintains client and program data and provides requested reports to State and local agencies;
- Acts as community liaison for public information and program education; and
- Keeps relevant agencies, advisory boards and the community informed concerning trends, issues, costs, and the profiles and needs of clients served by Long Term Care and Adult Protective Services programs.

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LONG TERM CARE/ADULT PROTECTIVE SERVICES COORDINATOR (CONTINUED)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern principles and practices of social casework;
- Thorough knowledge of long-term health care programs and community resources which can be utilized to aid the elderly and chronically ill;
- Good knowledge of State and local policies and regulations related to central assessment and long-term care services;
- Good knowledge of medical terminology relating to long-term health care;
- Good knowledge of adult protective services program and community resources which can be utilized to aid at risk adults;
- Good knowledge of State and local policies and regulations related to adult protective services;
- Good knowledge of the social work principles of case recording;
- Ability to develop, plan and coordinate an integrated comprehensive long-term health care program;
- Ability to review and evaluate the appropriateness of individual long-term care plans;
- Ability to instruct medical care providers in the concepts, objectives and operational procedures in the central assessment program;
- Ability to design program performance standards;
- Ability to express oneself clearly and concisely both orally and in writing;
- Ability to establish and maintain effective working relationships with others;

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in nursing or in a social work or human services related field **AND** four years of experience involving the assessment of client needs or planning of client services or provision of direct service in a health related or human services agency that works with vulnerable at-risk populations, one year of which shall have been in a supervisory or administrative capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an associate degree in nursing or in a social work or human services related field **AND** six years of experience as defined in (a), two years of which shall have been in a supervisory or administrative capacity; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b).

SPECIAL REQUIREMENT:

The successful candidate will be required to possess a valid New York State Driver's License at the time of appointment and maintain such license for the duration of employment.