

## ASSISTANT MEDICAL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the administration and supervision, in consultation with the Medical Director and other health care providers, of medical services provided by the Cattaraugus County Department of Social Services. An incumbent provides general or direct supervision of a subordinate staff, depending on work to be performed. The work is performed under the general direction of the County Commissioner of Social Services. An Assistant Medical Director does related work as required.

### TYPICAL WORK ACTIVITIES:

- Oversees medical services in accordance with the Social Services and Public Health Laws, State regulations, and local policies;
- Oversees the operation of the Medicaid Managed Care Program to provide participants access to comprehensive and coordinated health care delivered in a cost effective manner;
- Coordinates and oversees a comprehensive education program to inform clients of the range of services provided by the managed care program and how to obtain such services;
- Supervises and coordinates the personal care program of the Department involving the provision of Personal Care and Private Duty nursing services;
- Supervises financial approval of clients to be enrolled in Long-Term Home Health Care, and Licensed and Certified Home Health Care agencies;
- Develops and implements Continuous Quality Improvement programs (CQIs) to provide for the systematic monitoring and assessing the quality and appropriateness of patient/client care in order to resolve identified problems and pursue opportunities for improved care;
- Acts as a liaison to community agencies, providers, State agencies, and other County agencies;
- Monitors compliance with provisions of contractual agreements by medical service providers;
- Supervises implementation of funding and reporting of grant funding obtained for programs;
- Keeps abreast of new developments in medical services and evolving program requirements in order that necessary changes and adaptations may be promptly initiated and effectively executed;
- Participates as a Department representative in various community initiatives as recommended by the Commissioner of Social Services.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

### MINIMUM QUALIFICATIONS:

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: