

LONG TERM HEALTH CARE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing a systematic approach to and coordinating a wide range of long term health care options for the elderly and chronically ill. The incumbent in this position plans, coordinates and implements long term health care services to enable clients to remain in their homes and receive appropriate care as an alternative to costly and restrictive institutionalization. Additional duties include informing and educating community medical care providers on the concepts, objectives and methodology of the Expanded In Home Services to the Elderly Program (EISEP). The work is performed under the general direction of the Director, Office for the Aging, with wide leeway permitted for the use of independent professional judgment. Supervision is exercised over the work of subordinates and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Establishes procedures for identification and referral of persons in need of long term care to EISEP;
 Develops client intake procedures and criteria for compiling information to be included in the client case record;
 Initiates individual client care plans and reviews with medical personnel to assure prescribed client assessment procedures have been followed and that the indicated level of care is appropriate;
 Supervises the activities of assigned staff and volunteers;
 Coordinates Office For The Aging activities/services related to home and community based long term care;
 Coordinates Long Term Care Ombudsman Program and volunteers;
 Coordinates various aspects of EISEP with all agencies involved, assuring that non-institutional services such as transportation, housing, day care and homemaker services are available when required;
 Interprets policies and regulations regarding the EISEP to community providers and educates them concerning program concepts and objectives;
 Develops performance standards for use in evaluating the operation of the Program;
 Gives speeches and takes part in discussions to enhance community awareness of the purpose and services of the unit;
 Reviews and evaluates available services which are part of the long term health care system and recommends the establishment and implementation of additional services to resolve deficiencies;
 Establishes and maintains effective working relationships with community service agencies such as Social Services, Office for the Aging, Public Health Nursing, area hospitals and other health care providers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: 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 policies and regulations of the EISEP; good knowledge of medical terminology relating to long term health care; ability to develop, plan and coordinate an integrated comprehensive long term health care program; ability to develop appropriate long term health care plans; ability to design performance standards; ability to instruct medical care providers in the concepts, objectives and operational procedures of the Long Term Health Care Program; ability to express ideas and concepts clearly, both orally and in writing; ability to maintain and establish effective working relationships with others; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing or health care administration, social work or closely related field and three years of experience involving the assessment of client needs or planning of client services in a health related agency, at least one of which shall have been in a supervisory or administrative capacity; or
2. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in nursing and five years of experience as defined in (1) above, at least one of which shall have been in a supervisory or administrative capacity; or
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: FEBRUARY 7, 2001

CIVIL SERVICE CLASSIFICATION: COMPETITIVE