

ASSOCIATE DIRECTOR OF DIVISION (COMMUNITY HEALTH SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director of Division (Health Services), an incumbent of this class directs and coordinates the medical and clinical programs of the Health Department which provide community health services. The incumbent assists in the development of medical/clinical policies and programs, and is responsible for the delivery of community health services and clinical preventive programs for the Department. Responsibilities include: clinical and medical management of the divisions which provide direct health services to the community, including the department's district health offices; pediatric treatment centers; neighborhood health center; dental, nutrition, and home health services; services for homeless individuals. This position represents the Department throughout the county in matters involving these programs and services. Supervision is exercised over professional, technical, and clerical employees. Performs related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates departmental delivery of community health services; including maternal-child health, pediatrics, dentistry, nutrition, and home health care, through multi-service ambulatory care delivery sites throughout the county;

Represents the Department at local, state, professional and public health meetings, as directed, providing expertise in the area of community health services and preventive medicine;

Assists in the formulation and implementation of medical and clinical policies;

Participates in the development and implementation of departmental quality assurance programs;

Confers with division and bureau heads concerning assignments of personnel;

Investigates complaints, staff reports, statistics, reports from local nursing associations, hospitals, physicians, police, municipal officers, and analyzes sources of information on health status;

Receives complaints, answers requests for information, and give expert advice to the general public;

Reviews the monthly and annual reports of the divisions and prepares the monthly and annual reports for the department's assigned area;

Reviews current medical and public health literature and disseminates pertinent information to professional staff members;

Prepares occasional news releases and interviews with the press for the Department;

Directs and coordinates special projects and programs as assigned by the Director of Division (Health Services);

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of preventive medicine; thorough knowledge of public health administration; ability to manage complex operations and to organize and administer health delivery programs effectively; ability to work successfully with public officials, professional organizations and private groups concerned with public health work; ability to effectively coordinate the work of others and to maintain effective working relationships; ability to write and speak effectively; sound judgment; reliability; resourcefulness; enthusiasm; initiative; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved medical school supplemented by an approved internship and residency in obstetrics/gynecology, pediatrics, family practices or community medicine and two additional years of full-time medical experience in the relevant field.

SPECIAL REQUIREMENTS: Possession of current license to practice medicine in New York State. Board certification or eligibility for certification in medicine, pediatrics, or other medical specialty.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.