

PROGRAM COORDINATOR (SCD OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Assistant Commissioner of Health (SCD), an incumbent of this position is responsible for the administrative component of the Services for Children with Disabilities Bureau, including interpretation and implementation of applicable laws and regulations regarding services to children with disabilities, fiscal management, coordination and monitoring, administrative planning and development, and evaluation and determination of service needs in the community. Frequent and extensive contact occurs with schools, state and local agencies. Supervision is exercised over a number of professional and clerical support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Interprets and operationalizes Federal, State and local laws and regulations governing the provision of services to children with disabilities;

Develops, supervises and participates in studies and surveys, regarding services for children with disabilities, designed to evaluate and determine service needs in the community, resources and facilities available, and to identify other existing related programs;

Manages and supervises all Medicaid, third party, and state aid billings to, and claims from, providers, school districts, State Departments of Health Education;

Coordinates programs with other agencies including the New York State Education Department, the State and Westchester County Departments of Social Services, the State Department of Health, and the Department of Mental Health;

Manages a large number of service contracts, and develops and negotiates contracts with service providers;

Coordinates transportation services and handles transportation emergencies with programs and parents;

Supervises the review of cost items determining reimbursement rates;

Assists in the development, management, analysis and monitoring of the budget for the Bureau, and conducts budgetary and statistical analyses of program activities and services;

Participates in the review and development of policy recommendations and legislative initiatives for services for children with disabilities;

Ensures compliance with the State Departments of Health and Education established reporting requirements pertaining to all aspects of applicable programs;

Prepares reports for management regarding internal expenditure tracking and external reporting for grant and state aid programs;

EXAMPLES OF WORK: (Illustrative Only)

Develops and maintains information systems that support the early intervention, pre-school, and other SCD programs;

Reviews and makes recommendations regarding fiscal and program operations of Services for Children with Disabilities as appropriate;

Supervises the development and maintenance of medical, educational and billing records;

Promotes the active participation and cooperation of professional groups, governmental bodies, volunteer agencies, educational institutions, etc., in the development of programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the organization, operation and coordination of programs involving the provision of services for children with disabilities; good knowledge of the principles and practices of health administration and the regulations governing reimbursement for health services, including: financial management, budgeting, data-control, record-keeping, and program development; good knowledge of community resources available to meet the needs of children with disabilities; good knowledge of the laws and regulations pertaining to the provision of services for children with disabilities; knowledge of automated financial systems; knowledge of office procedures and practices; knowledge of the procedures involved in the development, negotiation and management of contracts; ability to understand and interpret complex written regulations; ability to plan and supervise the work of fiscal and clerical personnel; ability to communicate effectively, both orally and in writing; ability to prepare and maintain financial and programmatic records; ability to establish and maintain effective working relationships with government agencies, service providers and the public; initiative; tact; discretion; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

A Bachelor's Degree* or a Master's Degree* in Business, Public, or Public Health Administration, or in a social science or education field, which must have included or been supplemented by 12 credits in accounting or finance, and five years of professional experience in the development and/or administration of health-related programs, three of which must have involved programs providing services for children, and two of which must have been at a supervisory level involving fiscal management.

SUBSTITUTION: A Master's Degree* in Business, Public, or Public Health Administration may be substituted for one year of the general health administration experience.

*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.

West. Co.
J. C.: Competitive
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Job Group: XIII