

Greene County Department of Social Services

Job Announcement: Medical Services Specialist

\$29.79 per hour (Grade 15, Step 0)

***This is a full-time, provisional appointment.
Permanent appointment is contingent upon Civil Service exam.***

The work involves responsibility for managing medical assistance medical services of the social services agency such as CTHP, Disability, Home Care, Managed Care, Family Planning, and Aid to the Disabled, etc. Work is performed under the administrative/policy direction of a Director or Administrator with professional direction from the Medical Services Director and other health professionals. Supervision is exercised over clerical personnel/support staff as directed. Does related work as required. Direct supervision is provided by an Administrator or other designated supervisor as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the practices and procedures of medical social case work and of the social factors affecting disease; Ability to apply these in performance of duties; Awareness of what constitutes a high quality of medical care; Ability to organize work effectively; Ability to prioritize; Good time management skills; Ability to develop plans and evaluate outcomes; Ability to document clearly/concisely; Ability to verbally communicate with clarity and understanding; Ability to interpret the medical program of the agency to the health agencies of the community; Understanding of the proper use of diagnostic information and ability to make use of such information without violating medical ethics or client; Knowledge of federal, state, and local laws affecting the medical confidentiality and health programs; Imagination; Creative ability; Sound judgement; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from an accredited school of nursing and licensure to practice as a Registered Professional Nurse in New York State **AND**

- A.** Two (2) years of satisfactory paid experience in a medical institution or other agency, which is involved in the delivery of health services; **OR**
- B.** A Bachelor's Degree in Nursing with at least one (1) year of experience in a medical institution or other agency, which is involved in the delivery of health services.

SPECIAL REQUIREMENTS:

- Possession of a valid New York State driver's license, which must be maintained throughout employment.
- Must be willing to travel as required and can access transportation to meet field work requirements in a timely and efficient manner.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

Applications can be obtained in person or at:

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit an employment application to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com on or before **December 31, 2023**.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and a background check.