

DISTINGUISHING FEATURES OF THE CLASS: This trainee level is used to recruit a professional administrative nurse who meets the educational qualifications of the Director of Patient Services to a position involving responsibility for planning, organizing and supervising patient care services provided through the certified home health agency operated by Public Health Services. Trainees receive on-the-job home nursing care experience under the supervision of a vendor who meets both educational and experiential qualifications. This trainee appointment is for a period of two (2) years, following which incumbents receiving satisfactory ratings will be advanced to the title of Director of Patient Services without further examination. The incumbent is responsible for the promotion of community health and health maintenance by ensuring safe, effective and efficient patient home health care and clinic services. The Director of Patient Services Trainee, under the direct supervision of qualified vendor, also acts as Administrator for the Certified Home Health Agency and Long Term Home Healthcare Program. The work is performed under the general supervision of the Public Health Director with wide leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over a large number of Public Health Services and auxiliary health care and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, develops, implements and evaluates patient home health care services and accompanying policy and procedural directives;

Makes provisions for sufficient number of supervisory and registered nurses to ensure adequate coverage of patient care services and to meet program responsibilities;

Recruits, interviews and recommends selection of new employees;

Plans orientation of new personnel and provides appropriate in-service education specific to meeting program needs;

Coordinates the activities of various community organizations interested in furthering community health programs;

Assesses health needs of the community and establishes nursing programs to meet their needs;

Schedules and conducts staff meetings to educate staff on pertinent issues and address questions, suggestions and concerns;

Conducts evaluations of nursing programs and individual employee performances;

Negotiates contracts with private contractors, vendors, insurance companies and other agencies regarding home health care services;

Meets with community health care providers and the general public to make presentations to interpret and explain agency services;

Prepares for and reports to Professional Advisory Committee (PAC);

Prepares budget data, cost studies and grant applications;

Creates and maintains a variety of reports and records;

Responds to telephone, postal and e-mail correspondence;

Reports orally and in writing to the Public Health Director as required.

Prepares reports and analysis of home health quality of care indicators;

Conducts ongoing plan of correction activities and training with staff;

Ensures the agency meets the regulatory requirements and conditions of Medicare participation and

NYS Department of Health regulatory requirements of certified home health agencies under Public Health Law, Article 36;

Performs other tasks as directed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern principles and practices of home health care program administration; thorough knowledge of federal, state and local laws, rules and regulations related to communicable disease, home health care and long term home health care programs; good knowledge of community agencies and organizations which provide services in support of health care and maintenance; ability to plan, organize and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to deal effectively with the public; and ability to prepare operating reports, budget reports and a variety of other reports relative to program activities.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree in Public Health, Business Administration, Nursing or a closely related field and two years of progressively responsible administrative nursing experience in a long term health care facility, hospice home care or home care nursing experience.

**SPECIAL REQUIREMENTS:** *Licensure and current registration as a Registered Professional Nurse in New York State and possession of appropriate valid New York State Driver's License is required.*

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 11/26/18

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in SC Personnel Classplan 8/15/19

Revised and Replaced in Classplan: 1/31/2023

Revised and Replaced in Classplan: 3/31/2025 (Edu)