

DIRECTOR OF PHYSICALLY HANDICAPPED CHILDREN'S PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: This is responsible professional work calling for the service of an experienced physician. The work is performed under the administrative direction of the Health Service Advisory Committee of the county. Maintains all appropriate records of the Physically Handicapped Children's Program subject to audit by the State Health Department. May supervise all employees of the program.

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.*

Determines medical eligibility for services if the diagnosis comes within the scope of the program;

Reviews financial eligibility of all requests from families for services for physically handicapped children and makes the final decision;

May determine and order that a person or persons charged with liability under the law to support such child shall pay a part of all such expenses;

Passes on limitations of the amount of professional fees that may be expected;

Acts as a liaison officer between all professional personnel and the patients;

Interprets the Public Health Laws regarding the Physically Handicapped Children's Program;

Consults with all the public officials who may require this service and consults with the Bureau of Medical Rehabilitation when necessary to make a final determination on eligibility;

Prepares and maintains appropriate records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the medical facilities, resources and activities of the community; thorough knowledge of the principles and practices of medicine; general knowledge of

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the laws and departments in the field of public health, education and labor as they relate to the local public health program; ability to get along well with others; ability to plan and direct a medical program for the physically handicapped; conscientious and thoroughness; interest in maintaining a high standard of professional ethics; good motor skills and hand and eye coordination; and good professional judgment.

MINIMUM QUALIFICATIONS: Three (3) years of active practice of medicine and graduation from a school of medicine of recognized standing.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a license to practice medicine in New York State.

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Last Reviewed: May 9, 1978

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 6/3/04

Revised and Replaced in Classplan: 1/31/2023