

## **COORDINATOR, PHYSICALLY HANDICAPPED CHILDREN'S PROGRAM**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for the overall coordination and administration of the Ulster County Public Health Department's Physically Handicapped Children's Program. Duties are performed under the general supervision of the Health Commissioner and Director of Patient Services or Designees according to prescribed procedures set down by the New York State Department of Health.

**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.

Interviews applicants to determine eligibility for the Physically Handicapped Children's Program;

Acts as liaison with doctors, dentists and hospitals in carrying out medical details of the Program;

Acts as liaison with the Department of Social Services to determine if client is eligible for public assistance as opposed to State aid;

Evaluates diagnosis for applicability to the Program;

Conducts financial evaluation of prospective clients;

Establishes controls on Program including an annual review of each participant to determine continued eligibility;

Prepares all bills authorized under State aid;

Compiles information and types various reports required for State reimbursement;

Composes and types routine correspondence for the Health Department relative to the Program;

May utilize electronic data processing equipment in the course of carrying out various clerical duties;

Answers telephone and gives routine information about the Program to the public;

Performs a wide variety of typing and clerical tasks.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of the techniques and methods of conducting interviews; good knowledge of business administration techniques; working knowledge of medical terminology and English; working knowledge of keeping and checking financial accounts and records; ability to read and understand complex State and Federal directives; ability to understand and carry out complex

written and oral instructions; ability to deal effectively with the public; ability to type accurately from clean or rough copy at an acceptable rate of speed; ability to gain the cooperation of doctors, dentists and other professional people; clerical aptitude; tact; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. An Associate's Degree in Business Administration and one year of experience in a public service program involving substantial contact with the general public; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in a public service program involving substantial contact with the general public; **OR**
- C. Five (5) years of experience in a public service program involving substantial contact with the general public; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY  
1770 COORD PHCP  
Classification: Competitive  
Grade: 10  
Union: CSEA

Adopted: January 23, 1984  
Revised: May 16, 1990