

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Professional  
Revised: 02/07/06

### **MEDICAL SERVICES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Department of Public Health. Employees in this class perform investigative work as well as social casework in a limited area. They conduct financial investigations in connection with the administration of the Physically Handicapped Children's Program and seek to identify problems in families which effect the use or outcome of services provided under the program. The investigative work involves gathering information to determine the financial resources of persons legally responsible for children for whom application is being made for care under the Physically Handicapped Children's Program. The social work aspects of the position involve the analysis of family situations to identify problems that may affect the ability of the patient to derive full benefit from the care provided under the program, and arranging, through the program director, for referral of families needing help to appropriate community resources. Work is performed under the general supervision of the Director of Special Children Services or Medical Director. Supervision may be exercised over the work of clerical personnel. Incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Interviews members of patients' families in order to obtain financial information and to learn of conditions and attitudes which might affect the patients' rehabilitation;  
Corresponds with individuals, employers, lending organizations and other sources of information to determine the financial resources of applicants;  
Makes recommendations to the program director regarding applicants' eligibility for financial aid under the Physically Handicapped Children's Program;  
Reports to the program director social problems in families which require the attention of members of the professional staff or other community agencies;  
Conducts follow-up investigations on pending or reactivated cases and advises of any change in status or financial ability;  
Maintains records, conducts correspondence, and performs a variety of duties related to the administration of the Physically Handicapped Children's Program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the methods used in determining financial condition of individuals; good knowledge of business arithmetic and English; skill in identifying problems of family functioning; ability to analyze and summarize employment and income data; ability to establish and maintain good working relations with patients and their families, various professional groups, and public and private organizations; ability to maintain records and prepare reports; thoroughness; resourcefulness.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree **AND** (1) year of full-time experience in financial investigations with a social work agency; **OR**
- (B) Current registration to practice as a Registered Professional Nurse in New York State **AND** two (2) years of full-time experience as a Registered Professional Nurse.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 07/17/74  
Revised: 05/13/83, 03/02/94, 09/24/96, 02/07/06