

Case Manager - Physically Handicapped Children's Program Tompkins County

Department: Health Department
Classification: Competitive
Labor Grade: 12
Approved: 0
Revised: 5/91; 9/13
By: AF, Commissioner of Personnel
BBP Risk Factor: No risk.

MINIMUM QUALIFICATIONS:

(a) A Baccalaureate degree in Nursing from an approved program OR from a non-approved program supplemented by content which can be equated to an approved program AND two years full-time paid (or the equivalent Part-time and/or volunteer) experience with children with special health care needs and their families; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Social Work, Health or Human Service field AND two years full-time paid (or the equivalent part-time and/or volunteer) experience with children with special health care needs and their families; **OR**

(c) An Associate's degree in Nursing or in the Human Services area AND four years full-time paid (or the equivalent part-time and/or volunteer) experience with children with special health care needs and their families; **OR**

(d) Graduation from high school or possession of a equivalency diploma **AND** six years full-time paid (or the equivalent part-time and/or volunteer) experience in human services delivery which is directly related to children with special health care needs and their families.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

The candidate will be required to possess a valid New York State Driver's License at the time of appointment or otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving responsibility for providing a cost effective means of enduring services for the benefit of children with special health care needs and their families and improving their access to and continuance of care. The work is performed under the general supervision of the Director of Patient Services. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in developing a plan to heighten public awareness of children with special health care needs who might benefit from the services;

Participates in intake and screening processes for proper utilization of services;

Develops a written plan of care to address the needs of each child and family and revise plans as needed;

Review and compiles appropriate records and reports;

Assists in planning, implementing, coordinating, and evaluating the program;

Monitors ancillary staff and other providers to ensure a high quality of professional services;

Provide advocacy for the child and family while assisting other human services providers in their planning and program development;

Coordinate an array of medical and related services to best meet the needs of a child with special health care needs and his/her family;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of normal and abnormal child growth and development;
Thorough knowledge of team approach to children with special health care needs;
Ability to establish and maintain cooperative working relationships;
Ability to organize work and carry out duties autonomously;
Good knowledge of local community service organizations and their programs;
The employee's physical and mental health shall be commensurate with the demands and responsibilities of the position.

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