

DIRECTOR OF MATERNAL CHILD HEALTH & DEVELOPMENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the planning, organizing and administrative supervision of the Maternal Child Health & Development (MCH&D) program in the Health Department. These programs include but are not limited to: Healthy Families Broome, Licensed Home Care Services Agency (LHCSA), WIC, Child Care Consultant Program, MAT Training, Early Childhood Coalition(ECC), Lead Program and the Child Fatality Review Team. Responsibilities also include supervising the Director of Patient Services for the Licensed Home Care Services Agency. The incumbent in this position is responsible for policy and procedure development, implementation and interpretation, as well as directing quality improvement activities in the program. The work is performed under the general supervision of the Director of Public Health with wide leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over the work of both professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes, evaluates and supervises the MCH&D program of the Health Department;

Assures day-to-day operations and resolves problems which may include staff scheduling, record keeping, billing and service provision procedures and issues regarding supplies and equipment;

Develops and coordinates the implementation of the MCH&D program's policies, procedures and standards in conjunction with both supervisory and administrative staff;

Prepares and/or directs the preparation of a variety of reports and recommendations on the MCH&D program;

Prepares financial and statistical reports to comply with Federal, State, and local requirements;

Prepares and manages the budget, cost studies and fiscal policies for all MCH&D units and programs;

Monitors the effectiveness of the internal control system and revises when necessary;

Coordinates the study, collection and analysis of data for evaluation of program operations and prepares report of findings;

Interprets MCH&D program policies and services to the general public and other agencies;

Participates in conferences, professional meetings and committees on health care issues, both publicly and within the Health Department;

Assists the Director of Public Health with the research, writing and preparation of grant proposals in order to secure program funding.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices public health administration;
Good knowledge of State and local health requirements as they relate to the provision of MCH&D;
Good knowledge of local community service systems;
Good knowledge of research and needs assessment practices;
Good knowledge of administrative management principles, practices and techniques;
Ability to plan, organize and evaluate a MCH&D program;
Ability to direct and supervise the work of others;
Ability to establish and maintain effective working relationships with all levels of staff, community representatives and program participants;
Ability to prepare program budgets and fiscal reports;
Ability to collect and analyze data and prepare written program records;
Ability to communicate effectively, both orally and in writing;
Ability to articulate ideas and information effectively;
Ability to exercise confidentiality;
Ability to demonstrate judgment and tact;
Resourcefulness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Nursing, Social Work, Health Administration, Public Administration or a Public Health related field and four years of experience in a community-based organization, two of which must have been in an administrative/management* position that involved developing plans and policies for delivery of health services to a community population; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing, Social Work, Health Administration, Public Administration or a Public Health related field and six years of experience in a community-based organization, two of which must have been in an administrative/management* position that

involved developing plans and policies for delivery of health services to a community population; OR

- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

* Administrative/management is defined as responsible direction and control of an organization or organizational unit. In addition to the supervision of work groups, the administrator is involved in planning, resource allocation and program evaluation.

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COMPETITIVE