

ASSISTANT DIRECTOR - RUTH TAYLOR INSTITUTE (PROFESSIONAL SERVICES)

GENERAL STATEMENT OF DUTIES: Assists in the administration of a major section of the Ruth Taylor Institute; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of the Ruth Taylor Institute, this position assists in the management of the professional programs of the Ruth Taylor Institute with particular responsibility for the operation of the Health Related Facility. Direct supervision is exercised over professional unit heads and indirectly over a large number of staff and residents. May assume administrative responsibility for the institution in the absence of the Director. Supervision is not exercised over nursing or medical services except as directed in the absence of the Director.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the formulation of policies and procedures of the Institute and is responsible for effective implementation and review of programs under his/her jurisdiction in accordance with Social Welfare Law and general policies established by the Commissioner of Social Services for modern, therapeutic skilled nursing and health related facilities. (Social Services, Occupational Therapy, Recreation and Diversional Activities, Volunteers and the Health Related Facility);

Responsible for assuring that the Department is in compliance with the State Hospital Code;

Evaluates and recommends changes and additions to the programs of the Department;

Supervises programs in accordance with Department of Social Services personnel policies and procedures in recruitment, training and discipline;

Conducts meetings and participates in meetings as indicated;

Implements schedules, work programs, procedures and activities to benefit residents of the Institute;

Assists the Director in communicating with interested community groups, other governmental agencies and the general public;

Represents the Institute by public appearances, meetings, etc.;

Has patient relations responsibilities;

Prepares reports for the Director for various requirements;

Assists in budget preparation;

Assists in conducting tours for visiting groups and individuals interpreting the work and policies of the institute to interested parties and relatives of residents;

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EXAMPLES OF WORK: (Cont'd)

Exercises supervision of all diversional and recreational activities.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of nursing home administration; good knowledge of modern institutional management practices; familiarity with the general medical care field; familiarity with the problems of caring for aged and infirm persons; ability to identify problems and critical factors in the non-medical services and activities provided for or available to patients and residents and to develop realistic solutions; ability to develop necessary guidelines and to integrate them into ongoing operations; ability to prepare clear and concise written and oral reports; ability to plan, direct and evaluate the work of a large staff; emotional stability; dependability; initiative; resourcefulness; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and successful completion of an approved course of study as described in Section 96-8 of the Administrative Rules and Regulations of the New York State Department of Health and either (a) eight years experience in the implementation and administration of the programs and services of a health care facility (*) providing care to the aged or infirm or (b) graduation from a recognized college or university with a Bachelor's degree** and four years experience as described in (a) above or; (c) a Master's degree** may be substituted on a year for year basis for up to two years experience as described in (a) above or; (d) a satisfactory equivalent combination of the foregoing training and experience.

**"Health Care Facility" means a hospital, nursing home, or health related facility as defined in N.Y.S. Hospital Code, Section 700.2 (1), (4) and (9).

**SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C1404
Job Group: XIII