

## CHIEF OF SECTION (WOMEN AND YOUTH)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class provides medical care services to women and youth. This class is responsible for the development, coordination and implementation of programs designed to promote and maintain good health and prevention of disease and disability in women and youth in accordance with established departmental policies and procedures and in cooperation with other professional and administrative personnel. Supervision may be exercised over lower level professional and lay personnel, and consultative supervision is given to professionals in other disciplines in the area of women and youth health care. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops standards, guidelines, and procedures to ensure uniformly high level of patient care;

Assists in the development of procedures for evaluating care;

Establishes a strong health education and human development program as an integral part of patient care and staff training;

Works towards the development of a comprehensive health care program for adolescents;

Provides input into the further development and implementation of the family living/family planning program;

Provides integration and medical supervision of a family planning nurse practitioner program;

Participates with the Assistant Commissioner of Health for Nursing Services in the recruitment, selection and assignment of responsibilities in reproductive health care services;

Works closely with the Assistant Commissioner of Nursing and Chief of Section - Pediatrics to review programs, priorities and procedures for health care in the prenatal and perinatal period, and to develop programs aimed at lowering infant and maternal morbidity and mortality and promotion of a healthy family life;

Provides direct patient care in Reproductive Health Care clinics on a scheduled and unscheduled basis;

Interviews, selects and supervises clinicians in accordance with program needs;

Attends conferences and continuing education courses to keep abreast of developments and advances in health care for women and youth, and acts as the Health Department representative with other agencies when expertise in family planning is required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of medical principles, practices and techniques related to adolescent and women's health care; good knowledge of reproductive principles and techniques of health education; good knowledge of the public health care delivery system and principles of health care planning; knowledge of public health administration; ability to effectively coordinate the work of others; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; sound professional judgment; thoroughness; initiative; reliability; tact; resourcefulness; enthusiasm; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Degree as a Doctor of Medicine\* supplemented by an approved internship, and a residency of at least two years with specialization in any of the following: obstetrics/gynecology, family practice or internal medicine, and in addition at least one year of experience in the delivery of medical services to women and/or youth.

SPECIAL REQUIREMENT: Possession of a valid license and current registration, issued by the New York State Education Department, to practice medicine in the State of New York.

\*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.

West. Co. Job Class Code: E0158  
J. C.: Non-Competitive†  
WPP197

Job Group: XVII