

DIRECTOR OF CLINICAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class directs the daily clinical operations of a community service center such as intake, case assignment, diagnosis, treatment and referral to assure appropriate and high quality medical, clinical and preventive health treatment to all patients and/or direct the programs focused on improving the overall health and well-being of a community by managing public health data and information to shape objectives, outcomes and strategies related to disease prevention . Responsibilities include supervising and providing services to those in need of community health services and clinical preventive programs in the community who are eligible for the services offered by the center. Supervision is exercised over professional staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the professional care of the patient population of the center in accordance with New York State regulations;

Supervises and participates in the diagnosis and treatment of all patients treated in the Community Service Center to ensure quality service to all patients;

Supervises all clinical activities of the Community Service Center, including intake, case assignment, diagnosis, treatment and referral;

Represents the Community Service Center in the medical community and maintains good relationships with community agencies;

Supervise community programs such as lead and WIC.

Assists in the formulation and implementation of medical and clinical policies;

Keeps abreast of new developments in the field and recommends new programs of care to the First Deputy and Commissioner of Health;

Supervises the referral of patients to other agencies;

Receives complaints, answers requests for information, and give expert advice to the medical providers;

Ensures services utilize a health equity focus to develop strategic plans to reduce health disparities.

Convene medical providers, including urgent care centers, hospital and medical providers to coordinate services, address public health priorities and identify high need areas;

Establish performance measures and oversee program evaluation of public health services;

Oversight of quality assurance am/or quality improvement efforts;

Direct Community Health Assessment efforts and present findings to the community;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Supervise sexually transmitted infections surveillance and other epidemiologic activities, including supporting the section of Communicable Disease;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive professional knowledge of preventive medicine and a thorough understanding of public health; thorough knowledge of supervisory practices; ability to supervise and instruct staff members; ability to manage complex operations; ability to develop good community relations; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Possession of a valid license and current registration to practice medicine in New York State, issued by the New York State Education Department, Board certification in a medical specialty and either: (a) five years of full-time medical experience including at least three years in a public health sector; or (b) completion of a Master's Degree in a public health or epidemiology.

*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.