

PROGRAM ADMINISTRATOR (CHILD LIFE PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS:

Under general supervision, an incumbent of this class is responsible for developing, administering, and coordinating the daily activities of the Child Life and Creative Arts Therapy Programs at the Westchester Medical Center and is designed to meet the needs of pediatric patients and their families to promote normalization of the environment, positive adaptation to the hospital, optimum development of children, adolescents and families, to maintain normal living patterns and minimize psychological trauma. The incumbent acts as part of an interdisciplinary treatment team, involved in the management of clinical and environmental issues, assessments of patient development, fostering patient and family coping skills, and social supports. Supervision is exercised over professional child life specialists, Creative Arts Therapists, and volunteers assigned to the program. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides direct, day to day management of the Child Life and Creative Arts Therapy Programs, including staffing, scheduling, program coordination, implementation, planning, and evaluation;

Performs various administrative tasks to ensure the optimum delivery of services related to the Child Life and Creative Arts Therapy programs;

Supervises and monitors the activities of Staff Assistants (Child Life), Creative Arts Therapists and volunteers assigned to the program;

Monitors services provided by the Child Life program and prepares reports following the format or guidelines required by hospital management, including the status of program services;

Monitors and reviews staff attendance at hospital rounds and schedules staff meetings accordingly;

Provides consultation to the health care team on the impact of environmental factors on the child, and the development status and individual needs of children;

Assesses the emotional, social and developmental needs of pediatric patients and their families and promotes adaptation to hospitalization and treatment;

Acts as liaison with other hospital divisions, medical college staff and community agencies;

Assists with ensuring compliance and implementation of all regulations affecting patient services delivered by the division;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Establishes procedures to ensure the completeness, accuracy and confidentiality of the medical records of patients, and coordinates record keeping activities for the program;

Analyzes current procedures related to the Child Life Program and Creative Arts Therapy , and formulates plans for improved methods;

Designs and monitors procedures to ensure accurate documentation;

Develops more effective systems of handling clerical details for the program;

Assists with the preparation of the annual division budget to ensure adequate funding the program;

Makes recommendations for operating costs, distribution of personnel, staffing requirements, and work schedules of staff or volunteers, and participates in preparation and monitoring of contractual services;;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

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:

Thorough knowledge of growth and development of individuals ages 0-21; thorough knowledge of child life services and issues; thorough knowledge of the effects of illness, injury and hospitalization on children and their families; good knowledge of family dynamics and interpersonal communications; good knowledge of group process and behavior management; good knowledge of administrative methods; good knowledge of the standards and regulations as they relate to a health care institution; knowledge of the operational organization of a large hospital and the functions of its various divisions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with professional medical, technical, managerial, clerical, and unskilled personnel; ability to coordinate, plan and supervise the work of staff; ability to assemble data and prepare evaluation reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* in child life, psychology, recreation, early childhood education, or closely related field, and four (4) years of experience where the primary function of the position was working as a certified Child Life Specialist, one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Required at time of appointment and maintain same while in the title, Certification as a Child Life Specialist (CCLS) by Association of Child Life Professionals.

SUBSTITUTION: A Master's degree* in any of the above mentioned fields may be substituted for one (1) year of experience. There is no substitution for the supervisory experience.

*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: C3148
Job Group: XII