

Spec Code: 4696(0035)  
Occ. Area: 03  
Work Area: 441  
Prob. Period: 6 mo.  
Prom Line: none  
Effective Date: 09/20/95

**DIVISION OF SPECIALIZED CARE FOR CHILDREN  
AREA PROGRAM SERVICES ADMINISTRATOR**

Function of Job

With administrative guidance from higher level administrators, to implement the programs and policies of the Division of Specialized Care for Children in an assigned area of the state by directing and coordinating the activities of the professional and clerical personnel assigned to the area.

Characteristic Duties and Responsibilities

1. implements and coordinates interdisciplinary case-planning services
2. coordinates and directs interdisciplinary field activities of the professional staff as they relate to patient care
3. reviews patient case records, communications, and other pertinent information and refers to appropriate personnel for action
4. acts in a staff capacity to plan, develop, and execute operating procedures
5. in conjunction with staff personnel, analyzes and evaluates patient services provided by the Division
6. makes recommendations on the use of personnel in order to maintain quality service by the Division
7. performs liaison duties with vendors, public, private agencies, and others involved with patient care
8. coordinates the activities and services of the office with various health, welfare, mental health, rehabilitation, and allied community agencies
9. represents the Division at conferences and meetings as requested by higher level administrators
10. advises higher level administrators on administrative matters affecting the operations of the Division in the assigned area
11. hires, trains, and supervises office personnel in the assigned area of state
12. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in a health, social-service, or related field
2. five years of progressively more responsible professional experience related to rehabilitation in a health setting, three of which were with a facility providing care for children with special health care needs and two of which were in a supervisory or administrative capacity

NOTE: A Master's degree in a health, social-service, or related field may be substituted for one of the non-supervisory/non-administrative years of experience required in #2.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of the developmental, medical, social, and habilitative problems of handicapped children
2. verbal and written communication skills
3. problem-solving, assessment, planning, supervisory, and management skills
4. group and individual inter-personal skills
5. ability to work within the organizational structure
6. ability to relate effectively to other health disciplines represented in a multi-disciplinary health program
7. ability to recognize the needs and concerns of persons and maintain constructive relationships in dealing with them
8. ability to learn, interpret, and apply the provisions of the operational and administrative policies and procedures of the Division
9. ability to learn and apply the terms of grants administered by the Division
10. ability to learn and comply with federal and state legislation affecting the Division