

## **CASA PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent manages the Community Alternative Systems Agency (CASA), which provides those in need of long term care services with a variety of health care options and assures clients receive appropriate care and services, enabling them to remain in their homes or communities rather than in institutional care. The work is performed under the direction of the Deputy County Executive with considerable leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of all CASA staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews, directs and evaluates the program to ensure appropriate levels of health care for those in need of long term care services;

Provides guidance and insight to staff for difficult cases;

Selects personnel and maintains staffing required to meet the needs of the program;

Conducts interviews with potential employees, makes decisions for hiring, discipline, termination and subsequent work unit assignments;

Evaluates effectiveness of the program and develops and implements policies, practices and procedures designed to meet program goals;

Interprets federal, state and local policies and programs as they relate to long term health care and the administration of the Community Alternative Systems Agency;

Prepares, analyzes and monitors annual budget and other fiscal and statistical reports including research of funding sources;

Monitors and coordinates all activities related to the services provided, including required recording, reporting, referral and follow-up;

Performs various administrative tasks to ensure the optimum operation and delivery of services;

Represents the program interests at budgetary and legislative meetings in conjunction with the Director of Medical Services;

Attends Fair Hearings on behalf of the department;

Attends Advisory Board meetings and other meetings as required;  
Keeps abreast of new developments in nursing in order that necessary changes and adaptations may be promptly initiated and effectively executed.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of current community health nursing practice and supervision;  
Good knowledge of Managed Medicaid Program policies;  
Good knowledge of the characteristic needs and interests of those in need of long term care services;  
Good knowledge of management techniques as they relate to organizing and prioritizing work;  
Good knowledge of community agencies, facilities and services which can be used to aid those in need of long term care services;  
Good knowledge of public information and relations techniques;  
Good knowledge of principles and practices of medical care facility operation and health care systems delivery;  
Good knowledge of Medicare and Medicaid regulations concerning home health care;  
Good knowledge of community agencies and organizations which can be utilized in the provision of long term home care services;  
Good knowledge in computer usage and medical terminology;  
Working knowledge of governmental budgeting procedures;  
Skill in resolving administrative problems and making good decisions;  
Ability to establish and maintain cooperative working relationships with others;  
Ability to empathize with the characteristics needs and problems of the elderly and disabled in need of long term care;  
Ability to plan and supervise the work of others;  
Ability to communicate effectively both verbally and in writing;  
Initiative;  
Resourcefulness;  
Tact.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in nursing and two years of professional community health experience, one year of which shall have been in a supervisory position; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing and four years of professional community health experience, two years of which shall have been in a supervisory position; OR
- C) An equivalent combination of training and experience as outlined by the limits of A) and B) above.