

## CHIEF OF SECTION (PEDIATRICS-DSS)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this class is responsible for the development, direction, coordination and implementation of programs aimed at the promotion and maintenance of the good health and prevention of disease and disabilities of children 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 consultative supervision is given to professionals in other disciplines in the area of pediatric medicine. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares reports and records for the screening and treatment of birth defects and developmental disabilities in children;

Provides diagnostic and treatment services to patients referred for evaluation of birth defects, genetic diseases or developmental disabilities;

Provides medical treatment and/or genetic counseling to the patients and their family;

Arranges interdisciplinary coordination necessary for the diagnosis and treatment of patients requiring specialty treatment or procedures for diagnoses presenting special interdisciplinary problems;

Provides consultation and training in genetics and birth defects to house staff and medical students;

Participates in research in birth defects and genetics;

Works with administrative and nursing staff to insure adequate support services and follow-up treatment for patients;

Keeps abreast of the field by attending conferences and lectures;

Documents records and patient charts with medical diagnosis and treatment.

Provides consultative supervision to Social Services Department staff in the field of Child Health, and works closely with other agencies to maximize resources for the promotion of health and prevention of disease of children;

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

Develops, revises and reviews required reporting forms in cooperation with other appropriate Social Services Department personnel, as needed;

Reviews services currently provided in the area of child health and proposes changes or develops new ones in cooperation with other appropriate personnel, as needed;

EXAMPLES OF WORK: (Cont'd.)

Works closely with D.S.S. in the development and implementation of the CHAP program; acts as the Health Department representative for the program;

Works closely with the New York State Department of Health in the development and implementation of immunization programs for children for the prevention of diseases;

Reviews appropriate statistics relating to child health, and works closely with the Division of Research and Evaluation in the interpretation of statistics, monitors and evaluates their proper utilization, and develops additional information and forms as needed;

Attends conferences and continuing education courses to keep abreast of developments and advances in the field of child health, and acts as the Health Department representative with other agencies when expertise in child health care is required;

Develops and arranges in-services education and consultative services for other professionals in the field of child health services;

Develops working relationships with public and private agencies, organizations and institutions to promote child health care, such as day care centers, the Department of Social Services, Community Mental Health, Westchester Children's Association, March of Dimes/National Foundation, etc.;

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

Is responsible, in cooperation with other personnel, for the development of preventive health programs such as child abuse, lead intoxication, childhood accidents in the home, genetically related conditions, etc.;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of pediatric health care and the principles of childhood disease prevention; knowledge of the area of the prevention and treatment of birth defects and disabilities; familiarity with the principles and techniques used in the administration of public child health services; ability to instruct subordinate professional and lay personnel in the field of pediatrics using either formal or informal methods; ability to establish and maintain effective working relationships with others; ability to effectively use computer applications or other automated systems 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; ability to communicate effectively, both orally and in writing; sound professional judgment; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration to practice medicine in New York State and graduation from a recognized medical school with an MD degree\* supplemented by an approved internship and residency in Pediatrics.

\*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.