

## DIRECTOR OF PEDIATRIC SERVICES - DSS

GENERAL STATEMENT OF DUTIES: Directs a pediatric health care and consultation program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level administrator, an incumbent of this class is responsible for providing appropriate pediatric medical care for the children under the supervision of the Department of Social Services. This position is responsible for providing the initial examination for children coming under the department's supervision and managing the ongoing care of children supervised by the department. In addition, the incumbent conducts regularly scheduled clinic examinations of children and evaluates the pediatric care being given by institutions to which children under the care of the Department have been assigned. This position directs the program through conferences with health care and social casework professionals and by issuing departmental regulations. Supervision is exercised over a small number of Public Health and Field Nurses.

EXAMPLES OF WORK: (Illustrative Only)

Completes the initial examination of all children coming into care of the Department through regular clinics;

Performs or arranges with nursing staff or family doctor for immunizations of infants and children;

Re-examines all children under the care of the Department at intervals of time depending upon the age of the child;

Arranges for and conducts ongoing comprehensive health care of foster children in addition to required clinic examinations;

Plans and arranges special medical care for children with unusual chronic diseases, physical handicaps, or congenital and hereditary disorders, with the objective of maintaining the child in foster care and avoiding hospitalization or institutionalization wherever possible;

Determines the adequacy and propriety of care being given and makes the necessary investigations or corrections where care appears to be excessive, inadequate or improper;

Provides in-hospital pediatric care for foster children when required;

Consults with the family physician and/or specialist concerning special or unusual care needs of the child;

Consults with the caseworker to obtain more complete social or medical history when such is necessary for adequate pediatric care;

Advises the caseworker on special pediatric care needs relating to the home environment;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Arranges special hospital care at the Westchester County Medical Center or in community hospitals as needed;

Makes evaluations of care being received by departmentally supervised children in institutions, conferring with departmental and institutional officials where care appears to be inadequate;

Supervises the assigned nursing staff in making clinic arrangements and home visits to infants;

Keeps a central medical file on all foster children and makes notes of clinic examinations for inclusion in the patients chart;

Assists in decision making in regard to permanency, adoption, child abuse, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the medical and social problems related to the health of children; good knowledge of diagnostic techniques as they relate to pediatric care; ability to work effectively with others in a consultative and cooperative relationship in the area of health care needs of the child; ability to evaluate care from records of medical visits, hospitalization and pharmaceuticals used; ability to effectively supervise nursing personnel operating clinics and making home visits; ability to evaluate the health care needs of the child; initiative; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized medical school\* and either: (a) three years of resident training in pediatrics and one year of practice as a pediatrician; or (b) two years of specialized experience in pediatric medicine in a hospital or clinic and two additional years practice as a pediatrician.

NOTE: Candidates must be eligible for the Pediatric Boards, and obtain certification within seven years of becoming Board eligible.

SPECIAL REQUIREMENTS: Possession of a license to practice medicine issued by the New York State Education Department at time of appointment.

\*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.