

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

TITLE: Director of Medical Services

GRADE/SALARY: 32 M - \$49,224 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for directing, planning, organizing, developing, implementing and monitoring all the aspects involved in administering the medical services program. The goal of the program is to assure eligible clients access to appropriate medical services that are available. Responsibilities include supervision of Medicaid applications and determinations of eligibility for all Medicaid programs, community and long-term care/chronic care cases, Managed Care Services, as well as, the Office of Continuing Care, and the medical accounting procedures required to operate the program. Supervision is exercised over professional and clerical staff. The incumbent in this class participates in agency policy development, reorganization and efforts to correct operational deficiencies. The work is performed under the general direction of the Commissioner of Social Services. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** six (6) years of experience in social casework, two (2) years of which must have been in the field of medical social work with one (1) year in a supervisory capacity;
- (B) Graduation from an accredited or New York State registered college or university with an Associate's Degree, **AND** eight (8) years of experience in social casework, two (2) years of which must have been in the field of medical social work with one (1) year in a supervisory capacity.

NOTES: Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: November 01, 2021

****Oneida County is an equal opportunity employer****

10/11/2021