

HEALTH STANDARDS OFFICER I

DESCRIPTION OF WORK

This is investigative and consultative work involving on-site surveys of hospitals, nursing homes, extended care facilities, home health agencies, independent laboratories, portable x-ray services, and out-patient physical therapy clinics.

Employees are assigned to specific geographical areas and are responsible for obtaining pre-determined data pertaining to facilities' operation and staffing and formulating into report form for purpose of determining and encouraging compliance with State and Federal standards for licensure or for certification of eligibility to participate in the Medicare-Medicaid program, compliance with Civil Rights Act and utilization review requirements; the investigative and consultative work is also performed for purpose of licensing nursing homes and developing training programs for operators of nursing homes. Work is performed with considerable independence but is subject to review by a higher level health standards officer and final acceptance of certification by the regional Social Security office or, in case of licensing of nursing homes, review and approval of recommendations by the health standards officer responsible for the statewide nursing home licensure program.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Some knowledge of the Federal Social Security Act as it relates to the Medicare/Medicaid Programs.
Ability to effectively communicate with appropriate personnel in hospitals, nursing homes, extended care facilities, home health agencies, independent laboratories, portable x-ray services, and out-patient physical therapy clinics both orally and in writing.
Ability to give advice and encouragement to individuals responsible for upgrading health care facilities.
Ability to understand and carry out oral and written instructions.
Ability to present information clearly and concisely both orally and in writing.

Minimum Education and Experience

Graduation from a four-year college or university preferably with a degree in business administration and one year of administrative experience in health or medical related fields, or, two years experience in public contact or investigative work; or an equivalent combination of education and experience.

Minimum Education and Experience for a Trainee Appointment

Graduation from a four-year college or university.