

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	EXP	Job Code:	ACV78749
Job Class Code:	180	Salary Schedule:	AREG
EEO Category:	02	Grade:	20
Workers Comp Code:	8832		

Job Code Established:	03/26/82	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Medical Health Services Series

JOB CODE TITLE: MEDICAL SOCIAL SERVICE CONSULTANT

HRIS TITLE: MED SOCIAL SVC CONS

WORK DESCRIPTION: Advises health agencies and medical service units in regard to effective programs of social service and health care delivery throughout the State; audits and evaluates programs; conducts staff meetings.

WORK ACTIVITIES: Examines practices, procedures, case materials and methods in social services in medical facilities; evaluates in accordance with established standards, makes recommendations. Tours and inspects medical care facilities to verify that adequate records of sanitation are maintained and that other factors in the facility affecting health of residents, staff and visitors are properly controlled; evaluates and determines compliance with standards and continued eligibility for public funding. Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty. Examines and inspects patient care services, equipment and procedures in medical facilities; evaluates and makes recommendations. Confers with and advises public health nurses, social workers and social service agencies in treatment of public health patients. Confers with agency officials, staff members, and outside agency representatives in order to assign priorities for planning of future activities. Confers with and advises community health or social services program boards, managers and staffs in the organization, management and operation of community programs. Attends meetings of technical committees, boards or other plural bodies as a member. Plans, organizes and directs arrangements for seminars, workshops or special training sessions or programs of specified duration. Writes detailed reports based on research, analysis and evaluation of data pertaining to specific projects, conditions or proposals under study, involving application of expert or highly specialized knowledge, and recommendations for action to be taken or resolution of problems. Conducts, as instructor, special seminars and workshops in specific technical tasks, procedures or activities relating to own major assignment in the work system. Reads incoming correspondence, memoranda or reports; plans and formulates response, subsequent action or routes to files or other destination. Compiles data, develops and composes a variety of reports on agency activities, functions, trends, conditions or volume of specific occurrences, as mandated or determined by state or federal requirements. Performs related work as required.

WORK CONDITIONS: Considerable travel to various locations in the State.

SUPERVISION: Standards established in specific programs.

WORK RESULTS/PRODUCTS: Social service and assigned elements of health delivery systems operating according to established standards; completed training programs; reports.

RESPONSIBILITY: For quality and effectiveness of consultation and training.

AUTHORITY: Decisions on evaluation of programs; decisions on time, place and specific content of training and consultation.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: current concepts of effective medical social service and health delivery programs; State, Federal and professional standards for health care and social services in specified/assigned health care agencies or facilities; medical terminology, etiology and prognoses relating to specified/assigned health care problems or areas; State and Federal laws and regulations applying to assigned health care agencies and facilities.

Skill/Ability to: establish and maintain work relationships with health care officials, managers and staff; evaluate health care and social service programs and their components; plan, organize and conduct staff training; communicate verbally and in writing.