

Job Description: SOCIAL SERVICES DIRECTOR

CLASS NO. 1271

EEOC CATEGORY: First/Mid Level Official and Manager

PAY GROUP: 117

FLSA: Exempt

SUMMARY OF POSITION:

Responsible for all operational aspects of the Indigent Health Care Program, including but not limited to, leadership, staffing, organization and knowledge of other programs and agencies. Direct day-to-day operations of the program and ensure compliance with established standards and applicable policies and procedures as set forth by State, Federal and Polk County Commissioner's Court.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Commissioner's Court
2. Directs: This is a supervisory position.
3. Other: Has regular contact with the County Judge and Commissioner's; other County offices; Federal, State and Local agencies; General public; Hospital administration and staff; Physicians and staff; and all others as needed.

EXAMPLES OF WORK:

Essential Duties*

Prescreens and processes Indigent Health Care application in accordance with the Healthcare Treatment Act, Chapter 61 of the Health and Safety Code.

Refer eligible clients to the County Physician for medical services.

Under the direction of the County Physician refer eligible clients to Specialized Physicians and/or hospital for medical services.

Under the direct orders of the County Physician, facilitate medical order to Specialized Physicians or hospital by preparing and processing pre-authorizations to the medical provider and/or designee.

Review qualification of additional programs and refer applicants to the appropriate agency, referenced in the Indigent Health Care policy.

Review all medical invoices to ensure the medical provider met filing deadlines and determine status eligibility of the client at the time services were rendered by the provider.

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

CLASS NO. 1271 (Continued)

Review invoices, if ineligible process denial and return to medical provider. Correspond with medical providers, law offices and insurance companies to coordinate benefits, also ensure the County is payer of last resort. Review payable invoices in accordance with Medicaid standards. Submit all invoices to the County Auditor's office for processing of payment. Upon approval by Commissioner's Court complete the processing of payments to providers.

Maintains current knowledge of laws and legislative decisions relating to Indigent Health Care and all other medical services.

Maintain all updated Federal, State and County policies.

Prepare proposed budget for the department and maintain as approved.

Other Important Duties*

Attend Commissioner's Court meetings as needed.

Attend Department Head meetings as needed.

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skill to: Management principles and practices regarding local agencies, federal and state programs.

Ability to: Train, supervise, motivate and evaluate staff members. Develop, analyze and interpret policies and procedures as set forth by State, Federal government and Commissioner's Court. Establish and maintain effective working relationships with other county employees and officials, as well as outside agencies.

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, or its equivalent;

or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Valid driver's license.

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