

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Medical Service Coordinator

**CLASS CODE:** 6149

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification provide coordination of professional medical client services for the city health care programs, including outreach activities, counseling and case management.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level professional classification in the Social Services Series – Social Work Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include planning, implementing and evaluating the effectiveness of chronic disease programs and other programs within the Health Department.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

### **EXAMPLES OF WORK (Illustrative Only):**

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Educates community regarding chronic disease, risk factors and complications; provides referrals to chronic disease resources; acts as a liaison between patient, family and service provider.

Works to increase number of chronic disease resources in the community by creating a communication network between community residents, health care providers and agencies, and other coalitions and organizations.

Plans and conducts educational and public awareness programs, such as seminars, health fairs and media advertisements.

Conducts biophysical assessment of patients and provides guidance to patient and family.

Monitors program activities and measures effectiveness; compiles information and enters into a database.

Refers families to community resources for assessments, counseling and unmet needs.

Writes reports and completes other documentation; provides statistical and research data, including the preparation of reports for the Bureau of Chronic Disease Control.

Provides technical assistance and monitors sub-contractors.  
Analyzes community needs, demographics, and risk factors.  
Identifies and persuades key community members to join coalition.  
Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

### **Human Interaction:**

Requires the ability to provide guidance and referrals to clients and/or patients.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer and/or materials used in performing essential functions.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as health assessments, medical literature, technical operating manuals, program plans and evaluations and non-routine correspondence.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; requires the ability to interpret descriptive statistics and biostatistics.

### **Functional Reasoning:**

Requires the ability to apply principles of influence systems such as leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

### **Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as irate individuals.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to (10) ten pounds, such as office or educational supplies.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as making presentations or explaining literature.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.