PATIENTS AGENT

DISTINGUISHING FEATURES OF THE CLASS: The Patients Agent personally handles the funds for the patient, disbursing monies and depositing excess cash in accounts, making purchases for the patient, accompanying him and/or transporting him to such appointments as for example, barber, beautician or lawyer. The Patients Agent also will assist the patient in his personal mail, reading and writing letters for him. The incumbent is personally liable and accountable for the funds entrusted to his care by the resident patients.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Obtain the endorsement on Social Security and other checks, cashing them for the patient; Disburses funds to the patient based on his needs and desires and the personal funds available in the patients personal account; Makes purchases of cigarettes, candy, tobacco, toothpaste and other personal needs of the patient as requested; May operate a formal or informal commissary to provide for the patients personal needs; Opens bank accounts for the patients; May drive or otherwise transport patients to professionals or vendors outside the institution; Records monies and expenditures for the patients.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of accountkeeping and double entry bookkeeping systems; good knowledge of the legal rights and restrictions of the "power of attorney"; ability to establish rapport with elderly patients; honesty; initiative; integrity; good health.

MINIMUM QUALIFICATIONS: High school graduation or an equivalency certificate and:
(A) One year of clerical experience involving accountkeeping; or
(B) One year of experience in the receiving and recording of funds such as mercantile clerk; supermarket cashier, bank teller or a similar position; or
(C) Any equivalent combination of experience that would indicate ability to do the work.

SPECIAL REQUIREMENT: At the time of application candidate must be eligible for a New York State Motor Vehicle Operator Certificate and must possess that certificate at the time of appointment.

Revised Delaware County 3/29/89