



COUNTY OF DELAWARE

GOVERNMENT CENTER BUILDING
201 WEST FRONT STREET
MEDIA, PENNSYLVANIA 19063

(610) 891-4852

COUNCIL

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PERSONNEL / EMPLOYEE BENEFITS

Job Opening: Chief Forensic Investigator

Department: Medical Examiner

Location: Lima, PA

Opening Date: June 15, 2021

Closing Date: until filled

Scheduled Hours: 40 hours per week; overtime as needed; some weekend and evening hours

Summary:

The Chief Forensic Investigator oversees the clinical operation of the Medical Examiner's Office by providing oversight to the implementation of investigation standards, as set by the Medical Examiner, including clinical quality improvement and assurance efforts and development and implementation of clinical policies and procedures.

Essential Duties:

Under general supervision of the Medical Examiner and the Office Administrator, the Chief Forensic Investigator will:

- Manage, supervise and coordinate activities of the forensic investigators and autopsy technicians; determine work procedures, create and/or approve work schedules, leave requests, overtime, payroll and assure adequate coverage during staffing absences; determine methods for expediting workflow
- Develop and maintain a formal training program designed to orient new medical investigators and autopsy technicians and to enhance the knowledge, skills and abilities of the existing staff
- Prepare investigative and technical staff for court appearances, testimony and correspondence with prosecuting attorney and/or civil litigation to ensure professional and accurate testimony
- Develop, plan, implement, analyze and organize clinical operations for the Medical Examiner Office
- Communicate with interested parties and representatives with updates to cases and respond to requests for information
- Be responsible for review and approve of documentation of forensic Investigators including data collection, ME orders, daily progress notes and other related documents ensuring appropriateness of care, delivery and documentation requirements are met
- Ensures missing, incomplete and/or untimely documentation issues are resolved
- Oversee and assist staff in establishing immediate and goals and setting priorities
- Other duties as assigned

Qualifications:

- Bachelor's degree in Healthcare Administration, Health Services Administration, Nursing, or similar related field

- Prior forensic Investigator experience
- ABMDI certification
- Management experience and ability to supervise and motivate clinic staff to perform their duties efficiently
- Exceptional organizational skills to ensure that quality services are provided
- Proficiency in managing budgets, billing, and negotiating with suppliers and vendors
- Excellent written and verbal communication skills
- Ability to pass security background check

Residence Requirement: The County of Delaware has a residency requirement for employees. Anyone applying for this job must reside in Delaware County or be willing to move to the County within three months of starting employment.

Contact:

Please email resume and/or application to County of Delaware Personnel Department at DelcoJobs@co.delaware.pa.us.