

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CYSHCN COORDINATOR **GRADE:** 14

TITLE ABBREVIATION: CYSHCN COORD **TITLE NO.:** 561720

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: PUBLIC HEALTH **DIVISION:** EARLY INTERVENTION SERVICES

SUPERVISOR'S TITLE: DIRECTOR OF EARLY INTERVENTION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating families of children, youth, and young adults with special health care needs with information and community resources under the Orange County Children and Youth with Special Health Care Needs Program (CYSHCN). The incumbent works with children and youth under age 21 and their families. Work is performed under the general supervision of the Director of Early Intervention Services through evaluation of activity reports and conferences. Supervision of others is not a feature of this class. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates, implements, and evaluates the Children and Youth with Special Health Care Needs program;

Develops and updates, as needed, Children and Youth with Special Health Care Needs Program (CYSHCN) policies and procedures;

Conducts presentations for regional stakeholders to ensure understanding of the program, eligible participant criteria, and the referral process;

Meets with regional support center technical assistance staff to create quarterly and annual goals;

Integrates health equity into written materials, communication, outreach, and referrals for CYSHCN individuals and families;

Works with community partners to identify and promote solutions to gaps and barriers to services and report progress to NYS Department of Health on an ongoing basis;

Identifies and tracks children and youth with special healthcare needs from birth to 21 years of age, gathering data relating to participant demographics, insurance coverage, and patient care access and satisfaction;

Makes service referrals to other medical, health, and social service agencies and/or programs for the delivery of patient care

Assesses and coordinates adequacy of services provided to clients and families;

Translates grant goals into job objectives;

Collects and reviews relevant client data, completes data input to the NYS Health Commerce System and Person Electronic Response Data System (PERDS) Databases; creates quarterly and annual reports to be submitted to the NYS CYSHCN Program Manager;

Acts as a representative for the Orange County CYSHCN program at meetings with state and regional stakeholders;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of public health principles; thorough knowledge of medical terminology, diagnoses, and potential impacts they may have on the quality of life; thorough knowledge of human growth and development; good knowledge of Early Intervention Services rules and regulations; good knowledge of family dynamics; good knowledge of health and health deviations; good knowledge of the administrative organization of public health and other social services within the community; skill in the application of care management; computer skill in the operation of standard business databases, word documents, email, spreadsheets; ability to establish and maintain effective relationships; ability to work in a multi-cultural environment; ability to address groups on public health topics; tact; good professional judgment; emotional stability; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Master's Degree in a nursing, public health, healthcare administration, public administration, special education or a closely related field, OR
- (B) Possession of Bachelor's Degree and five (5) years of experience in public health, special education, a community health setting serving children and youth or training in human services which is directly related to children and youth with special health care needs and their families.

SPECIAL REQUIREMENTS: Must possess at time of appointment and maintain a valid driver's license.

*NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ADOPTED: 3/11/23