

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CHILD FIND COORDINATOR **GRADE:** 14
TITLE ABBREVIATION: CHILD FIND COORD **TITLE NO.:** 561730
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 planning and implementing activities for services to Orange County children who are at risk for developmental delay and their families under the Child Find Program. The incumbent ensures the early identification, referral to care and follow-up of infants and toddlers at risk for developmental and physical disabilities. 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, plans, and implements the activities of the Child Find Program within the agency;

Identifies and tracks a population determined to be at risk for developmental delay;

Schedules community outreach events and completes developmental screenings;

Collects and reviews relevant client data and coordinates data input to the Early Intervention Database; creates reports and records;

Translates organizational goals into individual job objectives;

Provides community education and awareness through educational material and training;

Provides caregivers information to facilitate continued developmental gains;

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

May represent the department at state, regional, and local Early Intervention Services meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of growth and development and expectations of infants and toddlers; good knowledge of Early Intervention Services rules and regulations; good knowledge of family dynamics; good knowledge of health and health deviations; computer skill in the operation of standard business databases, word documents, email, spreadsheets; good knowledge of the administrative organization of public health and other social services within the community; ability to establish and maintain effective relationships; ability to work in a multi-cultural environment; ability and confidence to make presentations regarding childhood development topics in front of large groups; 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 health, special education or human services or closely related field and one (1) year of experience in a public, educational, or community health setting serving children from birth to three years of age, OR
- (B) Possession of Bachelor's Degree in a health, special education or human services or closely related field and two (2) years of experience in a public, educational or community health setting serving children from birth to three years of age.

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.

REVISED: 6/2/2023 AT