

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DIRECTOR OF EARLY INTERVENTION SERVICES **GRADE:** 25

TITLE ABBREVIATION: DIR OF EARLY INT SERV **TITLE NO.:** 6331

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: HEALTH

NATURE OF THE WORK: This position involves responsibility for the management and supervision of a number of programs dealing with a variety of services for children with special needs and their families. The Director plans, organizes, implements, and evaluates the delivery of services provided by the division's staff and outside consultants to this client population. The Director is responsible for development of programs and administrative standards within the Early Intervention Services Division.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class in the competitive classified service. The position is the head of the Early Intervention Services Division in the Department of Health. General responsibilities require the application of administrative and managerial principles in planning and implementing programs to accomplish the goals and objectives of the Division. Duties are performed under the general supervision of the Commissioner of Health. Work is performed with wide leeway for the independent judgment in carrying out the assigned duties. Supervision is exercised over a staff of professional and support staff.

TYPICAL DUTIES AND TASKS:

Plans, organizes, implements and evaluates services provided to young children diagnosed with or are at risk of developmental delays or disabilities, and their families to assure program compliance with applicable federal, state, and county regulations and procedures;

Directs implementation and continuity of the Division of Early Intervention Services program, specifically planning, policies and systems;

Supervises the maintenance and control of related records, files and reports;

Reviews recommendations and ensures appropriate services for clients;

Writes consultant contracts, establishes standards for contractors, and ensures compliance of contractors to service client needs;

Coordinates activities of various agencies, physicians, medical care personnel, and parents to meet the goals and objectives of the Division;

Researches, oversees writing of, and administers grants;

Coordinates matters related to programs for clients that are eligible for services;

Hires, supervises, trains and evaluates division personnel;

Maintains a public awareness program that communicates details on the availability, benefits, and how to access early intervention services;

Develops, establishes and maintains a system which identifies, locates, screens, and tracks eligible children by coordinating with and making use of the resources of various agencies and organizations within the county.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of federal, state, and local laws, regulations, policies and procedures regarding programs and services for families and children with special needs; thorough knowledge of laws rules and regulations pertaining to the education of children with special needs; good knowledge of mental health, developmental disabilities, substance abuse and medical rehabilitation programs; good knowledge of pediatric development (cognitive, communication, social or emotional, adaptive, and physical development) and of medical and psychological diagnostic instruments as they relate to assessing children with special needs; good contract negotiating skills; ability to write grants; ability to plan, direct and supervise the work of others; ability to express ideas clearly and effectively both orally and in writing; ability to prepare clear and accurate records and reports; ability to read and understand complex written information; ability to establish and maintain effective working relationships with others; sound judgment; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Masters degree in Nursing, Public Health, Special Education, Social Work, Psychology or related field and three (3) years experience in delivery of professional health or special educational services, two (2) years of which must have been in a supervisory or administrative capacity, OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Nursing, Public Health, Special Education, Social Work, Psychology or related field and five (5) years of experience as described above, two (2) years of which must have been in a supervisory or administrative capacity.