

ORANGE COUNTY CLASS SPECIFICATION

TITLE: EARLY INTERVENTION SERVICE COORDINATOR **GRADE:** 12

TITLE ABBREVIATION: EARLY INT SERV COORD **TITLE NO.:** 6365

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

DEPARTMENT: HEALTH **DIVISION:** EARLY CARE

SUPERVISOR'S TITLE: DIRECTOR OF EARLY INTERVENTION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This work ensures that the developmental services provided by the agency under the state early intervention law are appropriate to the needs of each qualified child. The incumbent provides service coordination to children with special needs, age birth to thirty-six months, and their families. Services would include coordination, planning, crisis intervention, monitoring, and advice. The incumbent facilitates the development of an Individualized Family Service Plan (IFSP) which identifies and coordinates services from appropriate agencies and individuals that are needed for the client and family. The work is carried out in accordance with state law and local agency policies under the general supervision of the Director of Early Intervention Services. The Early Intervention Service Coordinator is expected to exercise independent judgment on daily operational issues. Consults with the Director of Early Intervention Services or Deputy Commissioner of Health on policy and health issues. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Reviews evaluation, schedules meeting with family, evaluators and others as appropriate to develop an Individual Family Service Plan (IFSP) for eligible children;
2. Reviews referrals, and schedules meetings with families, (Typically home visits);
3. Provides family with information on determining eligibility, obtaining early intervention services, and written information on Parental rights/due process procedures;
4. Ascertains whether the child had an initial screening, if not, assists family to receive an initial screening as appropriate, in accord with Health Department policies;

5. With parental consent, conducts a family assessment identifying family priorities, concerns, and resources available to enhance the development of the child;
6. Prepares computerized list of local and regional health care, social support, and educational services available to family;
7. Assists the family in identifying an evaluation source, schedules and ensures completion of evaluation within the agency guidelines;
8. Handles crisis intervention as necessary, determines family's emergency service needs, reassesses family's circumstances;
9. Monitors that services identified in the plan are being received by family, are being delivered by designated providers, are being coordinated by the on going service coordinator selected by the family, and are of appropriate quality, and that the family is satisfied with both the services and the plan;
10. Enters all service coordination activity into the appropriate computer system using a keyboard and retrieves information as needed.
11. Provides advice as needed and exit planning.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of federal, state, and local laws, regulations, policies and procedures regarding programs, services and appropriate payment methods for families and children with special needs; good knowledge of laws rules and regulations pertaining to the education of handicapped children; good knowledge of medical rehabilitation programs, policies, goals, and objectives; working knowledge of pediatric development (cognitive and physical) and of medical and psychological diagnostic instruments as they relate to assessing the requirements of children with special needs; ability to develop and use computer skills appropriate to the position; 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 moderately complex written information; ability to establish and maintain successful relationships with people; ability to apply the knowledges listed above to the performance of duties; good judgment; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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 and one (1) year experience working with families with young children (under 7 years old) with special needs defined as a delay in physical, cognitive or psycho-social development.

ADOPTED: 11/6/92
REVISED: 8/2/94 CW
REVISED: 6/2/97 CW
REVISED: 9/10/04 ms
REVISED: 2/1/06 ms
EEO CODE UPDATE: 7/19/12