

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR EARLY INTERVENTION SERVICE COORDINATOR **GRADE:** 14

TITLE ABBREVIATION: SR EARLY INT SVC COORD **TITLE NO.:** 566530

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

DEPARTMENT: HEALTH **DIVISION:** EARLY INTERVENTION

SUPERVISOR'S TITLE: EARLY INTERVENTION SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for monitoring the activities and the delivery of services related to the Early Intervention Services Program. The incumbent provides assistance with the review and oversight of the work performed by Early Intervention Service Coordinators. This includes monitoring of information entered into New York State's computer database for accuracy and timeliness. The work is carried out in accordance with state law and local agency policies under the general supervision of the Early Intervention Services Supervisor. Consults with the Director of Early Intervention Services or Deputy Commissioner of Health on policy and health issues. Routine travel within the county is required for this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists with the review of work performed and provides guidance and support to the Early Intervention Service Coordinators and other staff assigned to the program;
2. Assists with the review of case records in preparation for audits, record requests, and state reviews and participates in these reviews;
3. Assists with formulating program policies and procedures related to the Early Intervention Services Program;
4. Collects or oversees the collection of required Early Intervention data and assists with preparing reports to New York State agencies as required;
5. Creates and maintains databases to monitor and assess services provided by the Early Intervention Services Program to work towards compliance with regulatory requirements;
6. Supervises data entry into the state designated computer program to work towards consistency of data entry and resolves technical issues with state or local personnel;

7. Assists with arranging for staff coverage for Early Intervention Service Coordinator activities when needed;
8. 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;
9. May represent the department at various state, regional, and local meetings or conferences.

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; working knowledge of child development and of medical, developmental, and psychological diagnostic instruments as they relate to assessing the requirements of children with special needs; 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 plan and direct the work of others; understanding of family dynamics and cultural diversity; ability to establish and maintain successful relationships with people; ability to apply the knowledges listed above to the performance of duties; good judgment; 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 three (3) years experience working with families with young children (under 5 years old) with special needs defined as a delay in physical, cognitive, communication, adaptive or psycho-social development.

SPECIAL REQUIREMENTS: Must possess the ability to fulfill the travel requirements of field assignments.

ADOPTED: 07/13/2013 dmc