

COORDINATOR OF PHYSICALLY HANDICAPPED CHILDREN'S PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordination and delivery of services in the County's Physically Handicapped Children's Program. Work is performed under general supervision of the agency Director with medical supervision being provided by the Physically Handicapped Children's Program Director.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Interviews applicants to determine eligibility for the Physically Handicapped Children's Program;

Acts as liaison with Doctors, Dentists and hospitals in carrying out medical details of the Program;

Refers clients to other human services agencies when appropriate;

Evaluates diagnosis for the applicability to the Program;

Conducts financial evaluation of prospective clients;

Assists parents with insurance to determine their insurance benefits as primary coverage where applicable;

Establishes controls on Program including an annual review of each participant to determine continued eligibility;

Pays authorized bills through processing of vouchers;

Compiles information and types various reports as required;

Answers telephones and gives routine information about the program to the public;

Performs related typing or clerical tasks;

Assists clients in resolving problems with insurance claims.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of eligibility criteria and services provided through the Physically Handicapped Children's Program; good knowledge of office terminology, procedures and equipment; good knowledge of business English; good knowledge of business administration techniques; good knowledge of techniques and methods of conducting interviews; ability to read and understand written material; ability to understand and carry out complex written and oral instructions; ability to deal effectively with the public; ability to work effectively with professional people; and clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree; or
- (B) Two (2) years of work experience in a position involving interviewing and/or interacting with people in a providing services; or
- (C) An equivalent combination of training and experience as described above.

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 of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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