

EARLY INTERVENTION SERVICE COORDINATOR 139-S

DISTINGUISHING FEATURES OF THE CLASS: This Position involves responsibility for providing assistance to parents of infants and toddlers with developmental delays in order to access early intervention services through Sullivan County Public Health Services including development of individualized Family Service Plans for children age birth to 36 months with special needs and their families. The work is performed under the general supervision of the Coordinator of the Children with Special Healthcare Needs Program (CSHCN) with leeway allowed for the exercise of independent judgment in carrying out the duties of the position. The incumbent does related work for the CSHCN program as required.

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.*

Contacts families with developmentally delayed or disabled children to provide an overview of the Early Intervention Program, informing parents/guardians of rights and responsibilities of participation in the program and related services;

Gathers data on children and families in order to prepare a social summary;

Informs parents of approved evaluators and service providers in the community and surrounding areas as well as assists parents in identifying appropriate services for their child;

Facilitates and participates in the development, review and evaluation of the Individualized Family Service Plan (IFSP) to ensure the IFSP strategies and outcome reflect the family's needs and concerns;

Monitors services identified in the plan and ensures that they are being received by the family and are being delivered by designated and authorized providers and are of appropriate

quality; and that the family is satisfied with both the services and the plan.

Facilitates the development of a transition plan for Early Intervention children transitions to the special education pre-school program;

Coordinates transition of children and families based upon the Individualized Family Service Plan;

Attends scheduled NYS Department of Health or other in-service training on early care or child development services;

Maintains liaison with various agencies or individuals to which families can be referred for services;

Periodically reviews cases to determine changes which would affect need for services;

Maintains information on community and health resources which can be utilized in the implementation of the IFSP;

Prepares reports, processes data, and maintains records relating to case coordination activities utilizing existing databases and software or computer programs required by the state and county.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge and understanding of the laws, rules, and regulations relating to Early Intervention services for eligible infants and toddlers; Good knowledge of the nature and scope of services available in the Early Intervention Program and the system of payments for services in the state; good knowledge of techniques used in interviewing clients in a human services situation; working knowledge of practices and procedures used in coordinating services; working

knowledge of the principles of family centered services, working knowledge of social factors affecting families and children with disabilities; ability to establish and maintain effective relationships in helping others; ability to express ideas clearly and accurately and to present written material in a logical and comprehensible manner; ability to establish and maintain successful relationships with people; ability to handle sensitive issues and maintain confidentiality; awareness of cultural diversity; sensitivity to the needs of people from a variety of socio-economic backgrounds; good judgment; initiative; and tact.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's degree or higher from a regionally accredited college or university or a New York State registered four year college or university in a health or human services field; or
- (B) Possession of an Associate's degree in a health or human services field and one (1) year of service coordination experience; or
- (C) Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in service coordination activities as delineated in regulation (voluntary or part-time experience which can be verified will be accepted on a pro rata basis); or
- (D) Graduation from high school or possession of a high school equivalency diploma and one (1) year of service coordination experience and experience with infants and/or children with special needs for the minimum time of one (1) year.

***SPECIAL REQUIREMENT(S) FOR APPOINTMENT:** Employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.*

Employees in this position will be required to participate in the introductory service coordination training session sponsored or approved by the NYS Department of Health within 3 months and no later than one year from the start of providing service coordination services.

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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Replaced in SC Personnel Classplan 9/12/18
Revised and Replaced in Classplan: 2/2/2023
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