



**Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424**

Vision: *A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

JOB OPENING NOTICE

COORDINATOR, CHILDREN WITH SPECIAL NEEDS PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: The responsibilities of this position are to serve as a single point of contact to assure that infants and toddlers with developmental delays and disabilities and their families receive necessary services commensurate to their needs through care coordination and individualized family service plans (IFSP). An employee in this class is responsible for ensuring that preschool and Early Intervention Children with a determined disability receive educational and therapeutic services appropriate for their needs and in accordance with all federal, state and local laws and regulations. The work is performed under the general supervision of the Director of Children with Special Needs Program (CWSN). Leads and participates, with nurses and clerical staff, in administering the CWSN Program. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in public health preparedness activities and vaccination clinics as trained and assigned;
 Acts as Early Intervention Official Designee;
 Upon referral, arranges to meet families; informs them of Early Intervention Program (EIP), gathers and verifies insurance information, the steps needed to determine eligibility, how to obtain services; and assists with making necessary arrangements to attend evaluation (e.g., child care for siblings, transportation, etc.);
 Develops an IFSP with the family, assists the family with accessing other services/programs/funding sources (such as PHCP, WIC, Medicaid, etc.) and participates in all future IFSP reviews/meetings;
 Periodically surveys parents for satisfaction with service delivery system;
 Coordinates all services across agency lines, as well as other child and family services and facilitates the timely delivery of available services and required transition activities;
 Continuously seeks the appropriate services and situations necessary to benefit the development of each child being served;
 Coordinates and monitors the delivery of available services;
 Maintains case files in both hard copy and electronic format;
 Attends training sessions and meetings sponsored by the State Department of Health and other pertinent training as required;
 Represents the county at Committee on Preschool Education (CPSE) and Individual Family Service Plan (IFSP) meetings;
 Initiates and participates in presentations to local parent groups/education programs and community forums;
 Facilitates public awareness of early intervention services through local media sources;
 Maintains daily activity sheets, case records and documentation and submits written reports as required;
 Consults with Early Intervention Official on difficult cases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge and understanding of the problems of children with special needs and their eligibility for early intervention services; good knowledge of the principles of family centered services; working knowledge of federal, state, and local laws and regulations and the scope of services available under New York State's Early Intervention Program; basic mathematical skills; skill in interviewing techniques; ability to communicate effectively, both orally and in writing, individually and in group settings; ability to lead others in a work setting; ability to interpret and understand verbal and written instructions and regulations; ability to maintain records and compile reports; ability to operate a computer and modern software applications at an acceptable rate of speed and accuracy; ability to maintain cooperative relationships with those seeking services, other agencies, and co-workers; ability to work as a team; sensitivity to the needs of the involved children and their families; initiative; dependability; resourcefulness; tact; sound professional judgment; physical conditions commensurate with the demands of the position.

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QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Licensed and currently registered in New York State to practice as a physician, nurse practitioner, physician assistant, registered professional nurse (with a Bachelor's of Science in Nursing degree), physical therapist, occupational therapist, clinical or master social worker, or a closely related field, AND maintenance of such license throughout the tenure of employment; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a health or human services field, or closely related; OR
3. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a health or human services field, or closely related, AND two (2) years of full-time paid experience, or its part-time equivalent, in early childhood or special education OR providing program administration in a health or human services organization.
4. An equivalent combination of education and experience as defined by (1), (2) and (3) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

NOTE: A human services field includes majors in: social work, psychology, mental health, early childhood development, gerontology, vocational and or psychological counseling, occupational therapy, physical therapy, therapeutic recreation, education, and nursing.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

ADOPTED: OCTOBER 29, 2019

REVISED: DECEMBER 24, 2019

CIVIL SERVICE CLASSIFICATION: COMPETITIVE