

## **EARLY INTERVENTION SERVICE COORDINATOR**

**JOB CODE:** 3305  
**LOCATION:** Tioga Co. Public Health Department  
**CLASSIFICATION:** Competitive  
**SALARY:** CSEA, Grade X  
**ADOPTED:** 2/98; Revised 9/01, 4/07, 11/08, 10/16 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position in the Public Health Department involving responsibility for providing assistance to parents of infants and toddlers with developmental delays in order to access early intervention services. The incumbent provides service coordination to children with special needs, age birth to thirty-six months and their families. The incumbent facilitates the development of a plan of care, which identifies and coordinates services from appropriate agencies and individuals that are needed for client and family. The employee works under the general supervision of the Community Health Program Supervisor, with leeway allowed for the exercise of independent judgment. Supervision is not a function of the position. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Conducts intake with families of children suspected of having special needs and conducts home visits in a variety of home settings;
- Provides families with all necessary information related to the early intervention process such as eligibility, service coordination, evaluation, and family service plans and options;
- Conducts family assessments which assist the family to detail their strengths and needs as related to the special needs of their children;
- Assists families to access development of a written comprehensive plan of care that is family focused and includes the necessary components and participants;
- Assist families with referral, application, or other forms required for the acquisition of service;
- Provides additional assistance and referral services deemed necessary and advocates for the family with service providers;
- Monitors that services identified in the plan are being received by family, are being delivered by designated providers and are of appropriate quality and that the family is satisfied with both the services and the plan;
- Collects data and documents progress of child/family in the case record;
- Assists families to resolve disagreements, questions, or problems with implementation of the case plan and amend plan as needed;
- Facilitates as needed, access to other services not in care plan;
- Facilitates the development of a transition plan for appropriate pre-school placement of children three years of age;
- May attend conferences, workshops or other types of training;
- May be assigned as an Early Intervention Official Designee to sign the plan of care and follow related policy and procedures as such designee.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough assessment and case management and coordination skills; working knowledge of pediatric development, both cognitive and physical, and of the medical and psychological diagnostic instruments as they relate to assessing the requirements of children with special needs; good written and oral communications skills; ability to counsel parents concerning programs participation; ability to establish and maintain good working relationships with parents, professional groups, providers, public and private social agencies, and others; good powers of observation and analysis; initiative; tact; sound judgment; assertive; ability to prepare clear and accurate records and reports; physical condition commensurate with the demands of the position.

## 2. Early Intervention Service Coordinator

**MINIMUM QUALIFICATIONS:** Graduation from High School or possession of an equivalency diploma and **EITHER:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Early Childhood Education, Psychology, Sociology, Nursing, or closely related health or human service field; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree as indicated in (a) and one (1) year of full-time paid (or equivalent paid part-time and/or volunteer) work experience in case management, social work, nursing, teaching, or closely related field; OR
- (C) Two years of full-time paid (or equivalent paid part-time and/or volunteer) work experience as indicated in (b); OR
- (D) One year of full-time paid (or equivalent paid part-time and/or volunteer) work experience as indicated in (b) and one year of full-time paid (or equivalent paid part-time and/or volunteer) work experience in a service setting with infants and toddlers with developmental delays or disabilities.

**Special Requirement:** Participation in introductory service coordination training pursuant to Section 69-4.4 of Article 25 of the New York State Public Health Law.

**Special Requirement:** Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work.