

Department: Public Health
Classification: Competitive
Grade: Grade 15 Union

SPEC DISK AA
DOCUMENT 30

CHILDREN'S SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and professional position responsible for the planning, implementing, coordinating, and evaluating of programs for children with special health care needs. The incumbent has overall responsibility for implementing the early intervention of Handicapped Pre-School Programs. The incumbent works under the general direction of the Public Health Director with considerable leeway allowed for exercise of independent judgment in planning and carrying out the details of the work. Supervision may be exercised over subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Counsels and advocates for families of children with special health needs regarding programs and other services.

Provides information and referral regarding services available for children.

May provide case coordination and act as case manager for families.

Reviews recommendations for referral and treatment services from community, hospitals, and physicians for individual children, and consults with nursing staff, medical consultants, and families to complete a plan for care and follow-up.

Responsible for the planning, implementing, coordinating, and evaluating the programs for children with special care needs.

May participate in development of policies and procedures.

Utilizes effectively community, medical, social, and health resources to meet individual and family needs.

Interprets program policies and procedures to families, providers, and agencies within the community.

Maintains records of medical, health, social, and financial needs of children and families.

May supervise subordinate personnel.

Reviews and provides input into budget process, and monitors fiscal restraints and makes necessary adjustments.

May attend meetings of committees for children with handicapped conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of health, educational, sociological, or psychological problems; their causes and

possible solutions related to health and development, disability and disease, good knowledge of community resources available to provide assistance to children with special

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health care needs, working knowledge of the principles and practices of social work; ability to utilize community resources effectively to meet the needs of infant, toddler, and families; ability to establish and maintain effective interpersonal relationships; ability to communicate effectively orally and in writing; ability to plan and supervise the work of others; ability to prepare reports and maintain records; skill in counseling and interviewing techniques. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION:

Three (3) years of full-time permanent competitive status as an Essex County Children Services Specialist.

OPEN COMPETITIVE: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in a human services field and two (2) years experience in a health or human services position - one year of which must have been in a supervisory or administrative capacity, or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in a human services field and three (3) years experience in a health or human services position - one year of which must have been in a supervisory or administrative capacity.
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Note: A degree in the human services field includes social work, psychology, nursing, rehabilitation, special and health education, occupational or physical therapy, child or family counseling, and community mental health.

Revised: 12/10/2012