

Department: Public Health Nursing
Classification: Competitive
Grade: 12

SPEC DISK B5
DOCUMENT 39

CHILDREN'S SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Public Health Department and involves responsibility for coordinating early intervention services for children with special needs ages 0-3. The incumbent assists families in accessing appropriate medical, psychological, and related evaluations for their children and developing an Individual Family Service Plan to identify and facilitate the delivery of necessary services to the child and family. Work is performed under the general direction of the Program Director for Children with Disabilities with considerable latitude allowed for exercising independent judgment in planning and carrying out the details of the work. The incumbent does related work as required.

Note: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Enters child and IFSP information on the NY Early Intervention System (NYEIS) which is an electronic data base on the Health Commerce System (HCS);
Provides initial and ongoing service coordination for children enrolled in the Early Intervention Program (EI) and their families;
Makes home visits to collect information, assess need for services and determine appropriate services for children and their families in accordance with EI Program regulations;
Coordinates all services across agency lines;
Facilitates the timely delivery of available services;
Responsible for all Early Intervention Program mandated time lines;
Assists families to develop Individual Family Service Plans that includes a variety of services such as health or psychological assessments, speech therapy, physical therapy, occupational therapy, parenting education, counseling, social services and Medicaid assistance;
Maintains liaison with service providers and agencies;
Maintains program compliance with federal and state laws, rules and regulations;
Coordinates and attends meetings with families and providers of service to children enrolled in EI;
Works closely with maternal and child health staff to identify, at the earliest time, infants in need of evaluation and service (Child Find);
Serves as an advocate for families to help them obtain appropriate social, financial and medical services available through public and private agencies;
Responsible for informing family of all options and developing a transition plan for all children exiting EI and requirements for CPSE
Identifies third party payment source(s) to bill for services to children enrolled in EI;
Evaluates continued eligibility for EI Program services and appropriateness of Individual Family Service Plans;
May conduct presentations to local parent groups, professionals, community forums and community based organizations to increase awareness of Early Intervention Program services;
Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the problems of infants and toddlers and their families including health, educational, sociological, or psychological problems, their causes and possible solutions; good knowledge of community resources available to provide assistance to infants and toddlers and their families with special health care needs; working knowledge of the principles and practices of social work, working knowledge of federal and state laws,

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rules and regulations regarding the Early Intervention Program and Individuals with Disabilities Education Act; ability to utilize community resources effectively to meet infant and toddler and family needs; ability to establish and maintain effective interpersonal relationships; ability to communicate effectively, both orally and in writing; ability to prepare reports and maintain records; skill in interviewing techniques; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in early Childhood Education or Human Services field and one (1) year of experience providing or coordinating health or human services to children with special needs; OR
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in early Childhood Education or Human Services field and three (3) years of experience providing or coordinating health or human services to children with special needs; or
- c) An equivalent combination of training and experience as defined in a) and b).

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

Revised: 12/11/2012

Revised: 8/1/2022 Per Resolution 218