

Department: Public Health Nursing  
Classification: Competitive  
Grade: 15

SPEC DISK BB  
DOCUMENT 06

### CHILDREN'S SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and professional position in the Public Health Department, with work involving responsibility for planning, implementing, and supervising of programs for children with special health care needs. The incumbent has the responsibility for supervising the Program for Children with Special Needs. The work is performed under the general direction of the Director of Public Health with considerable latitude permitted for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over subordinate personnel. 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)*

Supervises subordinate personnel engaged in providing information and referrals regarding available services for children with special health needs;  
Monitors and evaluates the work of subordinate staff;  
Evaluates contractors and maintains liaison with various agencies to ensure appropriate services are provided to children and their families;  
Monitors children enrolled in early intervention, pre-school, or physically challenged programs in accordance with existing legislation;  
Ensures that individual family services are developed and implemented;  
Develops services which may include a wide variety of programs such as health or psychological assessments, speech therapy, medical treatment, medical evaluations, parenting, or social services;  
Reviews evaluations prepared by contractors to determine continued eligibility for program services;  
Responsible for preparation and maintenance of reports and records as required by conditions of the grant.

#### 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 assist children with special health care needs; ability to communicate effectively orally and in writing; ability to plan and supervise the work of others;

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ability to prepare and maintain records and reports; good counseling and interviewing skills; 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 a human services field and three years of experience in coordinating health or human services to children with special needs - one year of which must have been in a supervisory or administrative capacity; or
- (b) A master's degree from a regionally accredited NYS registered college or university in education or related field;
- (c) An equivalent combination of training and experience as defined above.

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.

Amended: 10/03/01