

EARLY INTERVENTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination and oversight of all services required of the county for early intervention children ages 0-2 and for children with a disability ages 3-5. This is a responsible position in the Department of Social Services involving program administration, training and supervision of county personnel who provide coordination and services to these programs. Work is performed under the general supervision of a higher level employee or municipal official. Supervision is exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates the provision of services, including transportation services to eligible children;

Trains and supervises personnel providing coordination and services to program participants;

Develops, monitors and updates program standards, procedures and policies as needed;

Represents the program by serving as a member of a variety of committees and by attending a variety of meetings organized locally or by the state;

Serves as liaison to school districts and to other county agencies such as, Health Department, Mental Health Department, and other units of the Social Services Department;

Participates in the fiscal administration of the program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the theory and practice of providing services to early intervention children and children with disabilities; good knowledge of modern principles and practices of social case management; good knowledge of federal, state and local social welfare laws and programs as they relate to early intervention and children with disabilities; working knowledge of available community facilities and resources; ability to identify positively with people; good organizational ability; good powers of observation, perception and analysis; good judgment; ability to supervise and coordinate the work of others; initiative and resourcefulness; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's or higher level Degree in Nursing, Public Health, Early Childhood or Special Education, Social Work, or a substantially related field from a regionally accredited or New York State registered college or university; **AND**
- B. One year of work experience providing support services in a human service program or programs to early intervention children or children with disabilities aged 0-5.

Spec is a copy of an original spec which had a stamp that read, "APPROVED BY NEW YORK STATE DEPARTMENT OF SOCIAL SERVICES, REVIEWER (in script) 'Gary Martinus', DATE (in script) '1/11/95', COUNTY (in script) 'Ulster'."

ULSTER COUNTY
2845 EI COORD
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: December 28, 1994