

EARLY INTERVENTION SPECIALIST TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a one year traineeship designed to provide the essential knowledges and skills necessary for carrying out duties related to the provision of coordinative case management services required of the county for early intervention children ages 0-2 and for children with a disability ages 3-5. Trainees are provided instruction and work experience in the delivery of the variety of available program services, relevant information on infants and toddlers who are eligible for early intervention services and state and federal laws and regulations pertaining to the Early Intervention Program. Trainees are assigned cases, and as expertise increases the work is performed more independently. When the training period is successfully completed in accordance with civil service rules, the incumbent is automatically promoted to the full performance level without further examination. Work is performed under the general supervision of the Early Intervention Coordinator. 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.

Trains in and serves as the primary point of contact in helping parents of eligible infants, toddlers and children to obtain needed services/assistance;

Participates in and facilitates the development, review and evaluation of individualized family service plans;

Trains in and seeks appropriate services necessary to benefit the development of the child for the duration of the child's eligibility;

Trains in and ensures that individualized family service plan outcomes and strategies reflect the family's priorities, concerns and resources, and that changes are made as the family's priorities, concerns and resources change;

Trains in and assures that parents of eligible infants, toddlers and children have access to the services identified in individualized family services plans;

Trains in and coordinates the provision of services, including transportation services to eligible children;

Trains in and coordinates with medical and health care providers;

Trains in and assists in developing, monitoring and updating program standards, procedures and policies as needed;

Trains in and works with community agencies to coordinate services, explain program, discuss regulations, etc;

May represent 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;

May attend professional meetings, conferences and workshops.

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; working knowledge of modern principles and practices of social case management; working 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.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's or higher level Degree in Health or Human Services from a regionally accredited or New York State registered college or university; **OR**
- B. Possession of an Associate's Degree in Health or Human Services from a regionally accredited or New York State registered college or university and one year of paid or verifiable volunteer experience performing early intervention service coordination duties; **OR**
- C. Two (2) years of paid or verifiable volunteer experience performing early intervention service coordination duties; **OR**
- D. One year of paid or verifiable volunteer experience performing early intervention service coordination duties; and one year of paid or verifiable volunteer experience in a service setting with infants and toddlers with developmental delays or disabilities.

Note: For the purpose of qualifying for positions in this title, educational degree requirements in "health or human services" include majors in such areas as Nursing, Public Health, Early Childhood Education, Special Education, Counseling, Social Work, Sociology, Psychology or a substantially related field.

ULSTER COUNTY
2847 EI SPEC TR
Classification: Competitive
Grade: 13
Union: CSEA

Adopted: January 13, 2017