

## EARLY INTERVENTION SPECIALIST

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing coordinative services required of the county for early intervention children ages 0-2 and for children with a disability ages 3-5. This position, in the Department of Social Services, involves providing case management and other services to these programs. The position may be filled at the trainee level that is one salary grade below that of the full performance level. 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.

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;

Seeks appropriate services necessary to benefit the development of the child for the duration of the child's eligibility;

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;

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

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

Coordinates with medical and health care providers;

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

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 Specialist**

**Page 2**

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 Bachelors or higher level 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**
- 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 two (2) years of paid or verifiable volunteer experience performing early intervention service coordination duties;  
**OR**
- C. Three (3) years of paid or verifiable volunteer experience performing early intervention service coordination duties; **OR**
- D. Two (2) years 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  
2846 EI SPEC  
Classification: Competitive  
Grade: 14  
Union: CSEA

Adopted: February 27, 1996  
Revised: January 13, 2017