

Jurisdictional Class: Competitive
Adopted: January 1, 1991
Revised: January 12, 2012

CHILDREN'S SERVICES PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and supervisory position involving the development, organization, implementation, and evaluation of various programs for children with special needs. The work is performed under the general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent may supervise the work of other professional and clerical staff involved with these programs. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in planning, administering, implementing, coordinating, and evaluating the services and programs for children with special needs within the Health Care Services Division of the Health Department (may include but is not limited to the Early Intervention Program, Preschool Program, etc.);
- Coordinates preschool services with school districts, CVES, State Education Department, and providers to insure appropriate services for the identified target populations;
- Implements and monitors the preschool program delivery system including review of documentation to ensure compliance with State Education and Medicaid requirements along with site visits to transportation agencies and preschool special education classrooms;
- Administers mandated preschool transportation services;
- Develops and implements quality assurance programs, including fielding concerns from parents, providers, and school districts;
- Represents the County at meetings of the Committee for Preschool Special Education, ensuring fiscally sound programming for children ages three through five with special needs and may work closely with other community partners regarding this age group;
- Reviews, interprets, and monitors preschool fiscal data, including Medicaid billing, in collaboration with fiscal staff;
- Participates in regional and statewide advocacy coalitions for birth to five year old children with special health and/or developmental needs;
- Participates in leadership opportunities for the population and also within the department as available;
- Provides outreach and training to service professionals and the general public regarding programs and services for children with special health and/or developmental needs and communicates this information effectively with consideration of audience composition;
- Assists in developing and implementing policies and procedures;
- Prepares required county and state reports, compiles statistics, and reviews records to ensure state regulation compliance;
- Provides operational supervision to staff and other providers to ensure compliance with state and federal regulations;
- Participates in training for Incident Command System, emergency preparedness response and drills, and responds to emergencies as part of the department's public health response requirements;
- May perform case management duties;
- May perform other related activities as required by the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge, understanding, and utilization of the principles of leadership and supervision;

Thorough knowledge of social and psychological factors related to childhood development and related conditions;

Good knowledge and capability to counsel families who are being served by the agency;

Ability to understand and analyze fiscal data and accounting practices;

Ability to use technology for accurate, secure data management and communication;

Ability to function as a member of an inter-disciplinary health care team;

Ability to plan and supervise the work of others;

Sensitivity to individual client needs with the ability to approach situations that take into account diversities and cultural differences;

Ability to establish and maintain cooperative working relationships;

Ability to effectively communicate both orally and in writing;

Ability to understand and complete financial and billing processes necessary to assist with reimbursement;

Sound judgment.

MINIMUMS QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in a health or human services field and one (1) year of administrative or supervisory experience in a health, human services, or education position; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in health or human services field and two (2) years of experience in a health, human services, or education position which includes one (1) year of administrative or supervisory experience; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.