

DIRECTOR OF CHILDREN WITH SPECIAL NEEDS PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: The work involves the administration of programs within the Community Public Health Department which provides financial assistance for medical and educational services to children with special needs. Serves as the appointed Early Intervention Official for the County. The incumbent is responsible for directing the review of referrals from a variety of sources, to determine eligibility for assistance, and reimbursement qualifications. Responsibilities also include directing the conduction of financial investigations of clients and investigating family situations which may affect the use or outcome of services provided. Work is performed under direct direction of the Director of Community Public Health with independence exercised in the application of programs exercised over all personnel of the Children with Special Needs Program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates and participates in the development of an individual family service plan for children that qualify for Early Intervention;

Coordinates and monitors the delivery of initial assessment and evaluations in order to identify children that qualify for program services;

Informs families of their rights according to State and Federal laws;

Directs the arrangements for transportation of children in the early intervention program to school facilities and resolves any transportation problems which arise;

Reviews Family Court Petitions of pre-school children whose parents are requesting county payment of educational bills;

Directs the collection of all possible information about children, families, and providers involved in the Family Court Program. This includes Medicaid data, insurance data, and all other information necessary for quarterly and annual reports, present and future billing;

Plans, organizes and supervises the Children with Special Needs Services;

Assists in the preparation of administrative costs for the annual budget;

Develops and maintains a list of all resources available to meet the needs of the children in the program;

Initiates contact with local Department of Social Services, Mental Health, Public Health Nurses, and other agencies affecting the early intervention population;

Meets at schools and in homes to discuss the program;

Participates in or delegates participation in all Ontario County school districts Committee's Pre-School Education (CPSE) meeting;

Recruits and selects service coordinator(s) who develop comprehensive care plans;

Directs the contacting of families of children served in the Family Court Order Program to provide objective information about early intervention, services in normal environments, and family rights and opportunities to participate;

Develops a list of all possible financial or in-kind resources available in the county to assist in implementation;

Assures that Early Intervention Service Coordination Workscope is implemented;

Attends all available training workshops through New York State Association of Counties, New York State Department of Health, and State Technical Assistance Resource Network.

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

Good knowledge of the problems of children with special needs and their families including health, educational, sociological or psychological problems, their causes and possible solutions; good knowledge of the principles of family centered services; good knowledge of community resources available to provide assistance to children with special needs and their families; working knowledge of the federal and state laws, rules and regulations regarding the Early Intervention Program and Individuals with Disabilities Education Act; ability to utilize community resources effectively to meet children and family needs; ability to establish and maintain effective interpersonal relationships; ability to communicate effectively, both orally and in writing; ability to prepare reports and maintain records; skill in interviewing techniques; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Licensed and currently registered in New York State to practice as a physician, nurse practitioner, physician assistant, registered professional nurse (with a Bachelor's of Science in Nursing degree), physical therapist, occupational therapist, clinical or master social worker, or a closely related field, AND maintenance of such license throughout the tenure of employment; OR
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a health or human services field, or closely related AND one (1) year full-time paid experience, or its part-time equivalent, in early childhood or special education OR providing program administration in a health or human services organization; OR
3. Graduation from a regionally accredited or New York State registered college or university with a Associate's Degree in a health or human services field, or closely related, AND three (3) years of full-time paid experience, or its part-time equivalent, providing program administration in a health or human services organization.
4. An equivalent combination of education and experience as defined by (1), (2) and (3) above.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

Note: A human services field includes majors in: social work, psychology, mental health, early childhood development, gerontology, vocational and or psychological counseling, occupational therapy, physical therapy, therapeutic recreation, education, and nursing.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: 5/10/99; 10/3/19; 10/29/19

CIVIL SERVICE CLASSIFICATION: COMPETITIVE