

EARLY INTERVENTION SPECIALIST (GENERAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent provides early intervention service coordination for children with disabilities pursuant to Article 25, Title IIA of the Public Health Law, which relates to services for children from birth to age 3. An incumbent working with the 0 to 3 population serves as an Early Intervention Official Designee conducting meetings to develop, monitor, and approve Individual Family Service Plans. Work is performed with considerable independence with which an incumbent represents the Department of Health Early Intervention program and acts as a designee of the Early Intervention Official providing guidance and technical support to parents, case managers, service providers and school officials. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Serves as an Early Intervention Official Designee chairing meetings attended by family members, evaluators and case managers for children with suspected disabilities/delays and their families;

Develops, with recommendations from the family and evaluation team, the Individual Family Service Plan (IFSP); approves appropriate programs and services for children with diagnosed conditions and developmental delays ages birth to age 3;

Monitors case assignments by reviewing progress notes, evaluations, and amendments for changes to the IFSP;

Ensures compliance with Early Intervention program requirements for timely IFSP meetings, services and transition from the Early Intervention;

May participate as a Municipal Representative on the Committees on Preschool Special Education (CPSE) throughout the 42 school districts in the County for children with suspected developmental delays and disabilities, ages 3 to 5;

May participate as member of the CPSE in determining eligibility for the Preschool Special Education Program, and ensuring compliance with Federal laws and NYSED regulations governing Preschool Special Education eligibility requirements and the Individualized Education Program plans for children ages 3 to 5;

Demonstrates understanding of educational testing and can interpret testing results to ensure eligibility for the Early Intervention Program when reviewing and approving evaluations for children age's birth – 3;

Assists parents in their navigation through the Early Intervention Process and the timely transition to the Committee on Preschool Education Process;

Performs initial service coordination activities; coordinates, arranges and initiates mandated multidisciplinary evaluations and ensures timeliness of IFSP meetings;

Ensures timely authorization of mandated Early Intervention services including reimbursement for services, programs and transportation needs;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the Federal and State laws and rules relative to the Early Intervention Programs for children ages 0 to 3; good knowledge of early childhood development; good knowledge of the services available to meet the needs of developmentally disabled children; good knowledge of the practices and principles of social casework and case management; ability to establish and maintain effective working relationships with others; ability to develop and implement a service plan for children with disabilities; ability to obtain cooperation from professionals in other disciplines and other organizations; ability to speak and write effectively; ability to understand and empathize with the needs and concerns of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact; sound professional judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's degree* in a health or human service field**, or closely related field, and three years of experience in case management or service coordination for children aged 0 to 5, one year of which must have been in early intervention service coordination for infants or toddlers with developmental delays or disabilities; or (b) a Bachelor's degree* which must have included 24 credits* in early childhood education, and the required experience as stated in (a).

SUBSTITUTION: A Master's degree* may be substituted for one year of general experience; there is no substitution for the year of experience in early intervention service coordination.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

**DEFINITION: The New York State Office for Persons with Developmental Disabilities defines health or human services* degrees as Social Work, Sociology, Psychology, Health, Nursing, Medicine, Rehabilitation Counseling, Therapeutic Recreation, Nutrition, Occupational Therapy, Physical Therapy, Speech Pathology, Audiology, Music Therapy, Education or Special Education.