

## **EARLY INTERVENTION SERVICE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position in the Public Health Department involving responsibility for providing assistance to parents of infants and toddlers with developmental delays in order to access early intervention services. The incumbent provides service coordination to children (birth to thirty-six months) with special needs, and their families. The incumbent facilitates the development of an Individualized Family Service Plan (IFSP) which identifies and coordinates services from the appropriate agencies and individuals that are needed for both client and family. The work is performed under the general supervision of the Children With Special Needs Program Supervisor with leeway allowed for the exercise of independent judgement. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Contacts family with a developmentally-delayed or disabled child to provide an overview of the Early Intervention Program and informs parent/guardian of rights;

Utilizes New York State Early Intervention System (NYEIS), a web-based computer system to input data and information, and as an interactive means to communicate with providers;

Gathers data on child and family in order to prepare a social summary;

Informs parent of approved evaluators and service providers in the community and surrounding areas as well as assists parent in identifying the appropriate services for the child;

Facilitates and participates in the development, review and evaluation of the Individualized Family Service Plan (IFSP) as well as ensures that the ISFP strategies and outcome reflect the family's needs and concerns;

Monitors services identified in the plan and ensures that they are being received by family, are being delivered by designated providers and are of appropriate quality and that the family is satisfied with both the services and the plan;

Facilitates the development of a transition plan for Early Intervention children upon exiting from the program.

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

Good knowledge of federal, state, and local laws, regulations, policies and procedures regarding programs, services for families and children with special needs;

Good knowledge of the Early Intervention program, regulations, policies and procedures;

Working knowledge of laws, rules and regulations pertaining to the education of handicapped children;

Working knowledge of pediatric development, both cognitive and physical, and of the medical and psychological diagnostic instruments as they relate to assessing the requirements of

children with special needs;  
Ability to express ideas clearly and effectively, both orally and in writing;  
Ability to effectively utilize basic computer programs and to access information via the internet as needed;  
Ability to prepare clear and accurate records and reports;  
Ability to read and understand moderately complex written information;  
Ability to establish and maintain successful relationships with people;  
Ability to handle sensitive problems;  
Resourcefulness;  
Good judgement;  
Initiative;  
Tact.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Education, Psychology, Sociology, Nursing or closely related field; OR
- B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree and one year of experience in case management, nursing, social work or teaching; OR
- C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

SPECIAL REQUIREMENT: Certain assignments made to an employee 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.

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COMPETITIVE