

SENIOR EARLY INTERVENTION SERVICE COORDINATOR

JOB CODE: 3307
LOCATION: Tioga Co. Public Health Department
CLASSIFICATION: Competitive
SALARY: CSEA, Grade XI
ADOPTED: 01/2020 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work involves the 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 with special needs, age birth to thirty-six months and their families. The incumbent facilitates the development of a plan of care, which identifies and coordinates services from appropriate agencies and individuals that are needed for client and family. This classification differs from an Early Intervention Service Coordinator (EISC) in that it functions as a lead worker and serves as a trainer for new staff. The incumbent works under the general supervision of the designated Early Intervention Official, with leeway allowed for the exercise of independent judgment. Supervision is not a function of the position. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts intake with families of children suspected of having special needs and conducts home visits in a variety of home settings;
- Provides families with all necessary information related to the early intervention process such as eligibility, service coordination, evaluation, and family service plans and options;
- Conducts family assessments which assist the family to detail their strengths and needs as related to the special needs of their children;
- Assists families to access development of a written comprehensive plan of care that is family focused and includes the necessary components and participants;
- Assist families with referral, application, or other forms required for the acquisition of service;
- Mentors and guides EISCs with day-to-day tasks which includes, but is not limited to: use of software programs, scheduling presentations, review of educational materials, and general office policy;
- Coordinates and disseminates education and outreach for the department's Early Intervention Program;
- Provides additional assistance and referral services deemed necessary and advocates for the family with service providers;
- Monitors that services identified in the plan 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;
- Collects data and documents progress of child/family in the case record;
- Assists families to resolve disagreements, questions, or problems with implementation of the case plan and amend plan as needed;
- Facilitates as needed, access to other services not in care plan;
- Facilitates the development of a transition plan for appropriate pre-school placement of children three years of age;
- Assists the CHP Supervisor in the training and orientation of new staff and assists with referrals and other daily program or regulatory tasks in the absence of the CHP Supervisor;
- Participates and leads internal quality assurance and improvement activities;
- Assists with facilitation of Local Early Intervention Coordinating Council;
- Represents the Public Health Department in various local committees and events;
- Coordinates and tracks continuing education requirements for EISCs;
- May attend conferences, workshops or other types of training;

2. Senior Early Intervention Service Coordinator

- May be assigned as an Early Intervention Official Designee to sign the plan of care and follow related policy and procedures as such designee.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough assessment and case management and coordination skills; 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 lead and mentor fellow staff; good written and oral communications skills; ability to counsel parents concerning programs participation; ability to establish and maintain good working relationships with parents, professional groups, providers, public and private social agencies, and others; good powers of observation and analysis; initiative; tact; sound judgment; assertive; ability to prepare clear and accurate records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotional: Two (2) years of permanent status as an Early Intervention Service Coordinator with the Tioga County Public Health Department.

Special Requirements:

- Must possess a valid driver's license at the time of appointment and maintain such license for the duration of employment;
- Must be available in the event of a public health emergency.