

EARLY INTERVENTION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for conducting intake appointments for referrals received through the early intervention main referral line. Cases will be assigned by the Coordinator of Special Needs Services based on geographical area designated to each Early Intervention Specialist. Once the intake is completed, the Early Intervention Specialist will assist the family in selecting an agency to evaluate the child and determine eligibility for early intervention services. The Early Intervention Specialist will also be responsible for authorizing all early intervention services for the children and families on their caseload. This will consist of reviewing all recommendations of the child's assigned on-going services which will include various therapies, special instruction, counseling, nutrition, adaptive equipment, and respite services. Work is performed under the general supervision of a higher-level supervisor. Supervision is not a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Serves as the single point of contact in helping parents obtain services and/or assistance they may require;
2. Informs families of their rights, procedural safeguards, and the availability of advocacy services;
3. Ensures that the individualized family service plan outcomes and strategies reflect the family's priorities, concerns and resources, and are altered as the family priorities concerns and resources change;
4. Coordinates the provision of early intervention and other services (such as educational, social, and medical services for other than diagnostic and evaluation purposes) that the infant or toddler and the family needs or is receiving;
5. Conducts intake and evaluation appointment for assigned cases based on geographical designation;
6. Collects child specific data for the New York State Early Intervention System;
7. Coordinates with medical and health care providers, including a referral to appropriate primary health care providers as needed;
8. Coordinates, facilitates, monitors, and follows up on the delivery of early intervention services to ensure that the services are provided in a timely manner;
9. Attends training programs as required to keep abreast of early intervention services.
10. When appropriate, will facilitate the development of a transition plan to preschool services or other available support services;
11. May provide miscellaneous administrative duties that include monitoring quality assurance.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of principles in early childhood education/ child development;

Knowledge of community resources within the community assigned;

Knowledge of health and social agencies available to deal with community problems within the area of assignment;

Knowledge of software packages for word processing, spreadsheets and database management to produce a variety of reports and documents;

EARLY INTERVENTION SPECIALIST (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES: (Cont'd)

Skill in being clear and concise when communicating with and educating their clients;
Ability to work with diverse populations in a professional, non-judgmental and culturally appropriate manner;
Ability to work with professionals, families of children with disabilities, and individuals with disabilities;
Ability to get along well with others and gain their cooperation;
Ability to follow oral and written directions;
Ability to analyze facts obtained and use facts in making judgments regarding eligibility; empathy in handling sensitive human problems;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Nursing, Public Health, Early Childhood Education, Special Education, Counseling, Social Work, Sociology, Psychology, Physical Therapy, Occupational Therapy, Speech Language Pathology, Public Administration or related field;
- OR: (B) Bachelor's degree in Nursing, Public Health, Early Childhood Education, Special Education, Counseling, Social Work, Sociology, Psychology, Physical Therapy, Occupational Therapy, Speech Language Pathology, Public Administration or related field, and one (1) year of paid work experience working with children from birth to 5 years old.

Note: Only education gained at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees is acceptable for purposes of qualification

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 12/27/18