

EARLY INTERVENTION ASSISTANT (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves conducting intake and evaluation appointments for Spanish speaking families, and providing written and verbal translation during Individual Family Service Plan (IFSP) team meetings for the Early Intervention (EI) program. The Early Intervention Assistant (Spanish Speaking) will ensure that all program documents and communications are entered accurately into the child's record. The incumbent in this position will be responsible for completing Initial Service Coordinator billing and resolving billing issues related to Medicaid claims. 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. Conducts intake and evaluation appointments for assigned Spanish Speaking cases;
2. Provides written and verbal translation (Spanish) of intake interviews, home visits, evaluations and IFSP meetings and documents;
3. Provides written translation (Spanish) of program brochures and documents, and community resources;
4. Receives, processes, and files all incoming mail, FOIL and record requests, and coordinates file retrieval with records retention;
5. Ensures that the required child and family data is complete and accurate in the Early Intervention Program and New York Early Intervention System databases, and documents in the child's record all Initial Service Coordination communications with the family, EI colleagues, and providers where appropriate;
6. Works in collaboration with colleagues to provide community resource information to families and outreach recommendations;
7. Completes Initial Service Coordinator billing and resolves billing issues related to Medicaid claims;
8. May assist with conducting on-going service coordination functions as mandated by New York State Bureau of Early Intervention regulations;
9. Provides input for determining eligibility and treatment recommendations as part of the IFSP team.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

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; ability to work with diverse populations in a professional, non-judgmental and culturally appropriate manner; ability to get along well with others and gain their cooperation; ability to follow oral and written directions; ability to work, read, write and converse in Spanish and English; 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.

EARLY INTERVENTION ASSISTANT (SPANISH SPEAKING) Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in Nursing, Public Health, Early Childhood Education, Special Education, Counseling, Social Work, Sociology, Psychology, Public Administration or related field;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in Nursing, Public Health, Early Childhood Education, Special Education, Counseling, Social Work, Sociology, Psychology, Public Administration or related field and two (2) years of paid work experience coordinating billing activities in a hospital or medical office;
- OR: (C) Four (4) years of paid work experience as described in (B);
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

SPECIAL REQUIREMENT:

1. Candidates must be fluent in understanding, reading, speaking and interpreting Spanish.
2. 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: 05/16/18