



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	Coordinator of Services for Children with Special Health Care Needs
Jurisdictional Class:	Competitive
Civil Division:	Public Health Department
Adoption:	CSM 9/14/05
Revised:	CSM 11/12/08, 1/9/14

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position with overall responsibility for Children with Special Needs Programs in Cayuga County, which includes Early Intervention and its Child Find Piece (ages 0-2), Pre-K Special Education (ages 3-5), Children with Special Health Care Needs Program, and the remainder of Physically Handicapped Children's Program (ages 0-21). The work involves responsibility for coordinating and supervising various phases of the Children with Special Needs 0-21 Program. An employee in this class coordinates assessment and intervention services, case management activities, transportation services, tuition, monitoring and controlling costs, assessing appropriateness of user service and assuring compliance with federal, state and county law, regulations and policy. The work involves communication with federal and state agencies, school districts and local agencies as well as the public. The work is performed under the general supervision of the Deputy Director for Health Services with wide leeway provided for the use of independent judgment. Work includes supervision of program staff and related work.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes, implements and evaluates all related services provided to children with special needs and their families to assure program compliance with applicable federal, state and county regulations and procedures;

Formulates policies and procedures for the coordination and supervision of the Children with Special Needs Program;

Program planning and development including policy development and modification and evaluation for all Special Needs Programs;

Advises designated supervisor on matters pertaining to programs and related services;

Supervises subordinate professional and paraprofessional personnel and clerical staff;

Develops and implements transportation guidelines for program; controlling costs and monitoring service to assure conformance of guidelines;

Plans, coordinates and obtains transportation for handicapped children with unique needs;

Maintains, reviews, and keeps current a system of provider evaluations, referrals, intake procedures, budget, service delivery and billing, assessing, for efficiency, effectiveness and compliance;

Supervises the financial administration of programs for children with special needs;

Assists in the preparation of Program budgets, budget forecasting, grant requests/budgets;

Prepares contract requests, reviews billing and oversees budget expenditures;

Acts as a resource person and liaison with the community to develop an awareness of children with special needs;

Acts as departmental liaison with service providers and monitors related service contracts;

Develops and implements community outreach and education programs;

Represents the County Department at meetings with local agencies and schools regarding programs and services for children with special needs;

Completes detailed reports and records related to the program;

May participate in disaster activities as trained and assigned;

Performs related duties as needed or assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of normal child development;
Working knowledge of children with special needs 0-21 programs, procedures, state and federal regulations and laws;
Working knowledge of the administrative organization of community services and facilities;
Working knowledge of medical terminology;
Ability to council parents or guardians concerning program participation;
Ability to plan and assign and review the work of subordinate staff;
Ability to practice principles of counseling with an understanding of the needs of the children with disabilities and/or chronic illness and the needs of their families;
Ability to prepare a budget and write grants;
Strong organizational and communication skills;
Ability to prepare oral and written reports, correspondence and educational materials;
Ability to establish and maintain cooperative relations with community agencies and groups;
Ability to present oral presentations and address groups;
Physical condition commensurate with the demands of position.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or NYS registered college or university with a Master's Degree in social work, psychology, nursing, special education, occupational, speech, physical therapy, early childhood education or closely related human services field* plus one year of experience providing or coordinating health or human services for children, one of which must have included supervision of staff; OR

(B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in social work, psychology, nursing, special education, occupational, speech, physical therapy, early childhood education or closely related human services field plus two years of experience providing or coordinating health or human services for children; OR

(C) An equivalent combination of training and experience as defined in by the limits of (A) and (B) above and at least one year of supervisory experience in previous employment.

***Note:** A degree in a "human services field" includes social work, psychology, nursing, rehabilitation, special education, occupational, speech or physical therapy, child or family counseling and community mental health.

SPECIAL REQUIREMENT:

At time of appointment and continuing throughout the appointment, a candidate/incumbent must possess a valid NYS Driver's license and driving record acceptable to the County's insurance carrier.