



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Early Intervention Services Coordinator**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga County Public Health Department  
Adoption: CSM 08/17/05  
Revised: CSM 11/05/05; 12/14/05; 11/12/08; 05/13/09; 05/13/15

---

**DISTINGUISHING FEATURES OF THE CLASS:** This position is in the Children with Special Needs Unit of the Cayuga County Public Health Department. An employee in this class is responsible for coordinating the delivery of early intervention services. The incumbent ensures that infants and toddlers ages zero to three (0-3) with developmental delays or disabilities and their families receive services commensurate with their needs to the extent such services are available. The Early Intervention Services Coordinator provides case management services, develops Individualized Family Service Plans and serves as a single point of contact for families to obtain the services they need. This roll also coordinates these services across agency and discipline lines. Work is performed under the direction of the Coordinator of Children with Special Health Care Needs Program with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision of others is not a responsibility of an employee in this class. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Ensures that early intervention services are obtained and delivered in a timely manner, consistent with requirements set forth in Public Health Law and Education Law;

Arranges for an initial contact visit with the family requiring early intervention services upon receipt of a referral by contacting the family with a child (age birth to 36 months) who is suspected or known to have a developmental delay or disability to provide an overview of the EIP and to inform the parent/guardian of rights per NYS Regulations;

Travels to meetings with families to supply information about the benefits of early intervention and the steps to be taken to determine program eligibility and to access early intervention services;

Provides the family with written information obtained from the State Department of Health on parental rights and due process procedures;

Facilitates and participates in the development, review, evaluation and implementation of the Individualized Family Service Plan, in accordance with NYS Regulations;

Coordinates services and resources of known community entities along with New York State Department of Health computerized early intervention inventory of local and regional health care, social support, educational services, and resources to access needed services for clients. Provides follow-up on these referrals to ascertain receipt of services;

Assists the family in obtaining an initial early intervention evaluation for their child;

Conducts family assessments for families receiving early intervention services or ensures one is completed to identify family priorities, concerns, and resources with respect to enhancing the development of their child;

Obtains all necessary medical orders to coordinate EIP services;

Works collaboratively with other community agencies, including providing the training necessary for families, to ensure access to and effectiveness of early intervention services and adherence to state regulations;

Obtains and reviews all necessary reports to determine and maintain on-going eligibility status of child;

Develops transition plan with family to appropriate services when child exits EIP due to achieving age-appropriate development or due to age requirements;

**TYPICAL WORK ACTIVITIES: (Illustrative Only) (continued)**

Assists in resolving disputes which may arise between the family and service providers;  
Maintains a variety of records and prepares reports on program activities to comply with state and local requirements;  
Utilizes the Early Intervention Data System (NYSEIS) to input and retrieve necessary data, to provide documentation and generate reports, and to maintain program compliance;  
Reviews Individualized Family Service Plans and participates in periodic and annual IFSP meetings and reviews and facilitates recommended revisions to Individualized Family Service Plans; Does related work as required;  
May participate in disaster activities as trained and assigned;  
Does other duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of state and federal laws and regulations pertaining to the EI Program;  
Working knowledge of the principles of family centered services;  
Working knowledge of early intervention services for infants and toddlers;  
Working knowledge of services available under the Early Intervention Program;  
Strong organizational and communication skills;  
Good time management and prioritization of duties;  
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;  
Computer skills necessary to actively utilize the state developed software pertaining to the job;  
Physical condition commensurate with the demands of position.

**MINIMUM QUALIFICATIONS:**

- (A) 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 and one year of experience providing or coordinating health or human services for children and/or individuals with disabilities; OR
- (B) Graduation from a regionally accredited or NYS registered college with an Associate's Degree in social work, psychology, nursing, early childhood education, or other closely related human services field and three years of experience as defined in A above; OR
- (C) Completion of a course of instruction at a regionally accredited or NYS School of Nursing preparing graduates for licensure as Registered Professional Nurse and two years of experience as defined in A above; OR
- (D) Any equivalent combination of experience and training as set forth by the limits of (A), (B) and (C) above.

**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.