



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **SUPERVISOR OF SERVICES FOR CHILDREN WITH SPECIAL HEALTH CARE NEEDS**
Jurisdictional Class: Competitive
Civil Division: Public Health Department
Adoption: CSM 02/16/21
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position with responsibility to assist the Coordinator of Children with Special Health Care Needs (CSHCN) in the directing and supervision of the special health care needs children's programs in Cayuga County. The work is performed in accordance with applicable New York State Department of Health, New York State Department of Education regulations and local health laws, rules, ordinances and regulations and with the policies and objectives of the Cayuga County Health Department. An employee in this classification, under the direction of the CSHCN Coordinator, must show initiative in planning, developing, directing and coordinating services and functions of the CSHCN programs. Supervision is exercised over Early Intervention Services Coordinators and support staff. Administrative direction is received from the Coordinator of CSHCN in areas of policy implementation, quality assurance review and quality improvement activities. The CSHCN Supervisor will represent the CSHCN Coordinator as designated in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Under the direction of the Coordinator of Services for Children with Special Health Care Needs, provide quality assurance of CSHCN programs and services, as well as the quality improvement process; and internal daily operations of CSHCN programs;

Supervision of EISC and support staff;

Works closely with various public and private agencies within the local and state community to communicate and accomplish program initiatives;

Represent upon request of Coordinator of CSHCN, the Health Department and participate in local coalition and partnership meetings designed to address children's health issues and developmental disabilities;

Assist in the coordination, under the direction of the Coordinator of CSHCN, CSHCN regulatory program and Health Department policies concerning personnel, contracts and related services;

Acts as liaison to the community for CSHCN programs to collaborate on existing services and respond to new community health needs;

Understanding of the fiscal responsibility of the program including familiarity with developed budget, billing process and regulations for Early Intervention and Preschool Special Education;

Ability to learn fiscal aspects of specialized computer programs for CSHCN program billing and generate reports;

Assists with writing and executing grants as requested to acquire supplementary funds to carry out CSHCN initiatives;

Cooperates with Coordinator of CSHCN in creation and oversight of some program budgets in relation to Achieving CSHCN objectives;

Participates in public health preparedness activities as requested or required;

Does other related tasks as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of early childhood development;
Thorough knowledge of regulations surrounding New York State Early Intervention Program, Preschool Special Education and related programs;
Good knowledge of the principles and techniques of administrative supervision;
Thorough working knowledge of various computer programs;
Ability to communicate and address groups orally and in writing;
Excellent ability to prepare written health education materials;
Thorough knowledge of the community's health resources;
Ability to deal effectively with professional health care providers contracted to provide services under the CSHCN programs, physicians, school committees, early childhood settings, community groups, other organizations to discuss or implement community CSHCN services or other issues of concern.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State 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 or a closely related field and four (4) years of professional level early childhood work experience, or its part-time equivalent.

SPECIAL REQUIREMENT(S):

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.

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.