

Jurisdictional Class: Competitive
Adopted: December 31, 1992
Revised: February 13, 2019

CHILDREN'S SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional and administrative position responsible for the planning, implementing, coordinating, and evaluating of programs for children with special health care needs. The incumbent has overall responsibility for implementing the Early Intervention and Preschool programs within the Health Care Services Division of the Health Department. The incumbent works under the general direction of the Director with considerable leeway allowed for exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Administers, plans, implements, coordinates, and evaluates the services and programs for children with special needs within the Health Care Services Division of the Health Department (may include but is not limited to the Early Intervention Program, Preschool Program, etc.);
- Receives and assigns referrals from community, hospitals, physicians, school districts, and other primary referral sources;
- Develops and interprets program policies and procedures to families, providers, and agencies within the community;
- Supervises the activities of professional and support staff, conducts employee performance evaluations, and performs a variety of personnel-related activities;
- Develops and manages annual budgets (including grants), monitors fiscal restraints, and adjusts accordingly;
- Collaborates with State agencies to ensure departmental compliance with regulations;
- Continually assesses the needs of the population in order to identify families and children who would benefit from education/intervention or who may be at risk;
- Develops and implements Quality Review activities to ensure appropriate record maintenance, compliance with State and Federal regulations and local policies;
- Participates and oversees meetings, surveys, studies and research in the area of children's development services and Early Intervention/Preschool programs;
- Actively negotiates contractual agreements to ensure fiscally sound service provision;
- Addresses service provision and fiscal concerns with providers and State agencies to ensure quality service provision and to minimize county expenditures;
- Participates in training for Incident Command System, emergency preparedness response and drills, and responds to emergencies as part of the department's response requirements;
- Oversees and may conduct outreach activities and provides information and referral regarding services available for children;
- Prepares and compiles required records and reports;
- Performs other related activities as deemed necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Thorough knowledge of administrative principles and practices;
- Good knowledge of basic child development, educational, sociological, or psychological problems, their causes, and possible solutions related to health and development, disability, and disease;
- Good knowledge of community resources that should be available to provide assistance to children with special health care needs;

Children's Services Coordinator

Ability to plan, organize, direct, and supervise the activities of others;

Ability to utilize community resources effectively;

Ability to establish and maintain effective cooperative relationships with the public, school districts, and other governmental and private agencies;

Ability to communicate effectively, both orally and in writing;

Ability to analyze fiscal data, prepare reports and maintain records;

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in a health or human services field and three (3) years experience in a health, human services, or education position; one (1) year of which must be in a management or administrative capacity; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a human services field and four (4) years experience in a health, human services, or education position; two (2) years of which must be in a management or administrative capacity; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: A degree in a "human services field" includes social work, psychology, nursing, rehabilitation, special and health education, elementary education (Pre-K to 6 grades), nutrition, occupational or physical therapy, speech-language pathology, child or family counseling, and community mental health.