

Jurisdictional Class: Competitive
Adopted: January 1, 1991
Revised: November 2, 2017

CHILDREN'S SERVICES PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the development, organization, implementation, and evaluation of programs for children and caregivers. The incumbent evaluates program effectiveness, and provides outreach and training services to professionals and the general public. The incumbent represents the County at meetings and works closely with community partners, officials, and other State and County agencies. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. The incumbent may supervise the work of other professional and clerical staff involved with these programs. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in planning, administering, implementing, coordinating, and evaluating the services of programs for children and caregivers within the County;

Coordinates services with school districts, CVES, State Education Department, and other State and County agencies to insure appropriate services for the identified target populations;

Implements and monitors program delivery system including review of documentation to ensure compliance with requirements which may involve on site visits;

Monitors mandated transportation services;

Develops and implements quality assurance programs, including fielding concerns from parents, providers, and school districts;

Performs service coordination duties for children and caregivers;

Represents the County at meetings ensuring fiscally sound programming for children and caregivers and may work closely with other community partners, officials, and other State and County agencies;

Reviews, interprets, and monitors fiscal data, including Medicaid billing, in collaboration with fiscal staff;

Participates in regional and statewide advocacy coalitions for children with health and/or developmental needs;

Participates in leadership opportunities for the population and also within the department as available;

Provides outreach and training to service professionals and the general public regarding programs and services for children with health and/or developmental needs and communicates this information effectively with consideration of audience composition;

Assists in developing and implementing policies and procedures;

Prepares required county and state reports, compiles statistics, and reviews records to ensure state regulation compliance;

Provides operational supervision to staff and other providers to ensure compliance with state and federal regulations;

Participates in training for Incident Command System, emergency preparedness response and drills, and responds to emergencies as part of the department's response requirements;

May perform case management duties;

May perform other related activities as required by the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Thorough knowledge, understanding, and utilization of the principles of leadership and supervision;

Thorough knowledge of social and psychological factors related to childhood development and related conditions;

Good knowledge and capability to counsel families who are being served by the agency;

Ability to understand and analyze fiscal data and accounting practices;

Ability to use technology for accurate, secure data management and communication;

Ability to function effectively as a team member;

Ability to plan and supervise the work of others;

Sensitivity to individual client needs with the ability to approach situations that take into account diversities and cultural differences;

Ability to establish and maintain cooperative working relationships;

Ability to effectively communicate both orally and in writing;

Ability to understand and complete financial and billing processes necessary to assist with reimbursement;

Sound judgment.

MINIMUMS 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 one (1) year of experience in a health, human services, or education position; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in health or human services field and two (2) years of experience in a health, human services, or education position; 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 grade), nutrition, occupational or physical therapy, speech-language pathology, child or family counseling, and community mental health.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.