

CHILD PROGRAM COORDINATOR (PUBLIC HEALTH SOCIAL WORK)

DISTINGUISHING FEATURES OF THE CLASS: This is professional and administrative work primarily involving responsibility for planning and supervising public health social work programs that provide services to children (e.g., Early Intervention and Special Education Pre-K programs) administered by the Department of Health and for overseeing all administrative functions for the programs. The work is performed under the direction of a higher-level administrator and supervision is provided to professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, initiates, directs, and supervises all the activities of the Early Intervention, Special Education and Pre-K programs;

Provides ongoing training, technical support, supervision and oversight for Early Intervention Service coordinators, Early Intervention supervisors, Pre-K coordinator, providers and school district personnel;

Represents the Department of Health, as needed, on all matters and issues related to Children's Services;

Provides guidance, training and technical assistance for Department of Health staff and providers regarding the New York Early Intervention System and regulatory changes;

Supervises enforcement of provisions of local, State and Federal laws and regulations pertaining to children, ages birth through five;

Prepares, recreates and maintains policy and procedure manuals to correspond to frequent changes in Early Intervention regulations and to prepare for monitoring reviews;

Develops procedures for data collection and maintains data;

Prepares and presents oral and written material for public presentations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Early Intervention (EI) and Committee on Preschool Special Education (CPSE) practices, procedures and regulations including initial and ongoing EI eligibility standards; thorough knowledge of the New York Early Intervention System; thorough knowledge of standardized testing instruments used to evaluate young children; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to interpret written material; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS:

1. A Master's degree in Social Work, Speech Language Pathology, Special Education, Early Childhood or Baccalaureate or entry-level Master's degree in Occupational Therapy or Physical Therapy, and three (3) years of professional (post licensure) experience with a minimum of two (2) years of full-time equivalent experience in Early Intervention, Preschool Special Education, provided the experience included direct experience in delivering services to infants, toddlers or preschoolers with disabilities, and their families; and
2. Active New York State licensure in Social Work (LMSW or LCSW), Occupational Therapy, Physical Therapy, Speech Language Pathology or certification in Special Education or Teacher of Students with Speech and Language Disabilities (TSSLD).

R.C.D.P. (09.01.2015) 04.05.2018
Competitive