EARLY INTERVENTION ASSISTANT (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional early childhood work which primarily involves responsibility for providing service coordination services in an early intervention program designed to provide the direct delivery of services to children with special needs under the age of three. The work is distinguished from that of an Early Intervention Assistant in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Note. The work is performed under the supervision of the Assistant Director and/or Director of Social Services (Public Health) and in accordance with New York State Department of Health regulations and guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES:
Receives and reviews early intervention related referrals and contacts families, including home visits, to gather information and observe family relationships;
Reviews completed diagnostic tests and assessment tools in accordance with New York State guidelines;
Prepares psychosocial assessment of children and their families and participates in the development of individual family service plans;
Schedules and participates in Individual Family Service Plan meetings in order to develop treatment goals and objectives;
Coordinates and arranges for evaluations and services (placement in appropriate center based programs), as needed;
Counsels families and contacts them regarding progress, the need for service plan changes, etc.;
Reviews quarterly reports with parents/guardians and attends annual review meetings;
Advises Assistant Director about difficult cases and problems and may make recommendations regarding same;
Prepares reports, charts, and maintains a variety of records;
Works with early intervention providers to coordinate services, explain program, discuss regulations, etc.;
Participates in Public Health Social Work programs and projects as required;
May attend professional meetings, conferences and workshops.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge developmental milestones of infants and toddlers; good knowledge of developmental disabilities in children under the age of three; good knowledge of services and treatment for developmentally disabled children under the age of three; good knowledge of New York State Laws and guidelines regarding the provision of early intervention services and programs for disabled infants and toddlers including transition to 4410 (preschool) services; good knowledge of community resources and County programs and how to use them effectively for developmentally disabled children and their families; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS:
1. Possession of Master's degree in Social Work, Nursing, or Public Health, with a specialization in Early Childhood* from an approved program and two (2) years of post-Master's experience in social work, nursing, or public health, one (1) year of which must have been in the provision of service to infants and toddlers, or
2. Possession of a Master's degree in Special Education, or comparable curriculum, and (2) years of post-Master's experience in teaching, one (1) year of which must have been in early childhood special educational setting, or
3. Possession of a Master's degree in Speech Pathology, Occupational Therapy, or Physical Therapy from an approved program and two (2) years of post-Master's experience providing therapy, one (1) year of which must have been in the provision of service to infant and toddlers, or
4. Any equivalent combination of 1. 2. or 3. above.

(over)
NOTE: Incumbents are expected to possess Level III proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to use the language fluently and accurately on all levels normally pertinent to professional needs; can understand and participate in any conversation within the range of their own personal and professional experience with a high degree of fluency and precision of vocabulary; can respond appropriately, even in unfamiliar situations; can handle informal translation from and into the language; with occasional use of a dictionary and/or grammar book can readily read difficult prose intended for the general reader, and specialized materials in their own area of expertise.

SPECIAL REQUIREMENT:

1. Possession of a license and current registration as a Licensed Master Social Worker (LMSW) or a Licensed Clinical Social Worker (LCSW) issued by the New York State Department of Education or
2. Possession of a license as a Registered Professional Nurse issued by the New York State Department of Education or
3. Possession of certification by the New York State Department of Education in Special Education.
4. Possession of a license as a Speech Pathologist, Physical Therapist or Occupational Therapist issued by the New York State Department of Education.
5. Possession a valid motor vehicle license or to meet field work requirements in a timely and efficient manner.

*Specialization in early childhood applies only to the Master's degree in Public Health.

R.C.D.P. (07.27.2015) 04.30.2018
Competitive