

## **EARLY INTERVENTION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized professional social casework which primarily involves responsibility for coordinating and implementing an early intervention program designed to provide the direct delivery of services to children at risk for or with a disability or developmental delay under the age of three. The work is performed under the supervision of a higher-level administrator and in accordance with New York State Department of Health regulations and guidelines and supervision is provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Receives and reviews early intervention-related referrals and contracts families, including home visits in order to gather information;  
Administers diagnostic tests using assessment tools in accordance with New York State guidelines;  
Arranges for interdisciplinary team evaluations and chairs team meetings designed for diagnosis and treatment of children at risk for or with a disability or developmental delay under the age of three;  
Monitors the fiscal impact of individual service plans including case budgets, third party reimbursements, entitlement programs, etc. in order to ensure optimal use of resources and cost containment;  
Coordinates and arranges for services for clients and placement in appropriate programs;  
Counsels families and intervenes in cases, when necessary;  
Prepares reports and maintains records;  
May attend professional meetings conferences, and workshops.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, methods, procedures, and practices of social casework, including case management; good knowledge of the problems, needs, and treatment of infants and toddlers under the age of three at risk for or with a disability or developmental delay; good knowledge of New York State laws and guidelines regarding the provision of special services and programs for infants and toddlers under the age of three at risk for or with a disability or developmental delay; good knowledge of community resources and county programs and how to use them effectively for preschool children at risk for or with a disability or developmental delay and their families; ability to supervise the work of others; ability to administer diagnostic tools used to assess developmental delays; ability to conduct psychosocial assessments; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Master's degree or higher in Social Work, Nursing, Public Health, Special Education, Early Childhood, Psychology, Speech Pathology, Occupational Therapy, or Physical Therapy and three (3) years of post-master's experience, one (1) year of which must have been in the provision of services to infants and toddlers at risk for or with a disability or developmental delay.

**PROMOTION:** One (1) year of permanent status as an Early Intervention Assistant.

(over)

**SPECIAL REQUIREMENTS:**

1. Possession of a license and current registration as a Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), Speech Pathologist, Physical Therapist, Occupational Therapist, or Registered Nurse (RN) issued by the New York State Department of Education which must also be maintained throughout the course of employment in this title, or
2. Possession of a permanent New York State license or certificate from the New York State Department of Education in an area relating to the education of children with special needs. This may include certificate or license in the following areas: special education, early childhood, psychology, social work and educational administration, and
3. Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.