**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 handicapped children under the age of three. The work is performed under the supervision of the 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 contracts families (including home visits) in order to gather information and observe families relationships;
Prepares psychosocial assessments of children and their families and develops individual family service plans;
Administers diagnostic tests using assessment tools in accordance with New York State guidelines and as advised by the Director of Social Services (Public Health);
Arranges for interdisciplinary team evaluations and chairs team meetings designed for diagnosis and treatment of handicapped children 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 handicapped infants and toddlers under the age of three; good knowledge of New York State laws and guidelines regarding the provision of special services and programs for handicapped infants and toddlers under the age of three; good knowledge of community resources and county programs and how to use them effectively for preschool handicapped children and their families; 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 in Social Work, Nursing, or Public Health, with a specialization in Early Childhood* from an approved program and three (3) 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 services to infants and toddlers.

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

**SPECIAL REQUIREMENTS:** Possession of a license or certification to practice social work or nursing from the New York State Department of Education. Possession of a valid motor vehicle license or accessibility to transportation 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. (11.09.1998) 07.27.2015
Competitive