

## CHILD FIND ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible to ensure that children identifiable as developmentally delayed or at risk of developmental delay are engaged in primary health care where they will receive developmental surveillance and screening. The incumbent is required to conduct home visits to evaluate infants/children with developmental delays or at-risk for developmental delays and provide information and options of available services to their parents or guardians. Duties are performed under the general supervision of the Early Intervention Official or their designee with some use of independent judgement. A Child Find Assistant does related work as required.

### TYPICAL WORK ACTIVITIES:

- Screens birth certificates and other referral documents to identify infants/children who may be at-risk for developmental delay;
- Contacts families of infants/children who may be at-risk for developmental delay, provides information on available services, and makes a home visit with family approval;
- Obtains parental consent to assist in identifying specific areas of delay, communicating with the infant's/child's primary care physician, and facilitating access to available services and resources;
- Coordinates efforts and establishes procedures to locate and recover at-risk children who have been lost from the primary health care system;
- Provides developmental screening for infants/children who have no primary care provider or whose primary care provider does not do developmental screens on their patients;
- Educate primary referral sources about the availability of services, especially Early Intervention services;
- Assesses the health insurance status of at-risk infants/children and provides information related to Child Health Plus and Medicaid to those without insurance;
- Maintains data base of referrals and program participants;
- Prepares reports, maintains records, etc. associated with program activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the developmental milestones of infants/children; good knowledge of community resources for at-risk infant/children and their families; ability to follow complex oral and written directions; ability to work effectively with the public, community agencies, and health care providers; ability to communicate verbally and in writing clearly and concisely; tact and courtesy; integrity; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school or possession of a high school equivalency diploma and EITHER:

- A.) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in the social or behavioral sciences, or health or human services field;

OR

B.) Two (2) years of experience in a service setting with infants and toddlers with developmental delays or disabilities.

*SPECIAL REQUIREMENT:* Possession of a valid Class D New York State driver's license at time of appointment.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 11/18/99