

EARLY CARE SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for fulfilling those functions and activities necessary to assist and enable eligible infant, toddler and parent to receive the rights, procedural safeguards and services that are authorized to be provided under state and federal law, including other services not required under the EIP (Early Intervention Program), but for which the family may be eligible. The work is performed under the general direction of the Early Intervention Official. Wide latitude is permitted for the exercise of independent judgement. An Early Care Services Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs assessment and screenings of infants with a qualifying physical impairment or chronic illness;
- Makes home visits and explains Early Intervention Program to parents of infants with special needs;
- Serves as a primary point of contact in providing guidance and assisting parents in obtaining available services;
- Coordinates all services across agency lines in the performance of evaluations and assessments;
- Facilitates and participates in the development, review and evaluation of Individual Family Service Plans;
- Assists families in identifying service providers;
- Coordinates and monitors the delivery of services;
- Keeps families informed of the rights and privileges afforded to them under State and Federal laws;
- Attends meetings and acts as the child's and family's representative on the Committee For Pre-School Education;
- Prepares documentation as required;
- Assists in the transition from the Early Care Program to the next pre-school program by contacting appropriate authorities and providing pertinent documents;
- Coordinates agencies involved in early childhood care in order to develop an individualized family service care plan;
- Reviews care plan ensuring provider conformance and family satisfaction;
- Performs other related activities as required by regulation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the developmental needs of infants; good knowledge of community based agencies providing services to infants; good knowledge of the principles involved in the developmental stages of infants; ability to establish and maintain working relationships with the public, community agencies and professionals; ability to identify and develop resources for funding; ability to readily acquire a good knowledge and understanding of the state and federal laws and regulations pertaining to the Early Intervention Program, principles of family centered services, nature and scope of services available under the

Early Intervention Program and the system of payments of services in the State; ability to plan and coordinate the work of others; ability to communicate both orally and in writing; ability to get along well with others; tact; courtesy; resourcefulness; good judgement; reliability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Possession of a bachelor's degree in a health or human services field;

OR

B) Possession of an associate degree in a health or human service field and one (1) year of experience in service coordination activities*;

OR

C) One (1) year of experience in service coordination activities and an additional one (1) year of experience in a service setting with infants and toddlers with developmental delays or disabilities;

OR

D) Two (2) years of experience in service coordination activities.

NOTE: Voluntary or part-time experience which can be verified will be accepted on a pro rata basis.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Participation in introductory service coordination training pursuant to Section 69-4.4 of Article 25 of the New York State Public Health Law.

**Service Coordination Activities shall include:*

- a) Coordinating the performance of evaluations and assessments;
- b) Facilitating and participating in the development, review and evaluation of Individualized Family Service Plans;
- c) Assisting families in identifying service providers;
- d) Coordinating and monitoring the delivery of services;
- e) Informing families of the availability of advocacy services;

- f) Coordinating with medical and health care providers, including a referral to appropriate primary health care providers as needed;
- g) Facilitating the development of a transition plan to preschool services if appropriate or to other available supports and services.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 4/20/95

Revised: 11/15/12

Revised: 7/18/22