

ADMINISTRATOR OF EARLY INTERVENTION & PRE-SCHOOL PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for program planning and oversight of delivery of services provided to children ages birth through five years, as part of the Early Intervention and Pre-School Programs through the Putnam County Health Department. Work is performed under general direction of the Commissioner of Health. Supervision is exercised over Early Intervention and Pre-School Program personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interprets Federal, State and Local regulations as they relate to the county's role regarding children ages birth through five years with needs that can be addressed by early intervention/pre-school programs;

Develops policies and procedures related to the county's functioning in these areas and oversees the implementation of such policies;

Oversees and/or initiates the development of individual programs for children with developmental delays and their families;

Monitors the implementation of programs for children where services are provided through individual providers or agency providers;

Recruits service providers to whom referrals may be made;

Visits service sites on a regular basis to ensure that proper services are being provided in the most cost-effective manner;

Develops and oversees an integrated program of quality assurance activities relative to compliance with applicable laws, regulations, and program requirements;

Acts as a liaison within the County with regard to providing specialized services to meet the needs of children who are at risk or who are suspected of having or have been diagnosed as having developmental delays according to state regulations;

Promotes public understanding and cooperation with the objectives of children's early intervention/pre-school programs, e.g. with various child-find efforts and local community organizations;

Serves as chairperson of the Local Early Intervention Coordinating Council (LEICC);

Participates in preparation of program budget in accordance with any relevant county policies/protocols, State and Federal requirements, and program needs;

Collects or oversees the collection of required early intervention data and prepares monthly, quarterly, yearly reports to state agencies as required;

Collects, or oversees the collection of, required program data and prepares monthly quarterly and yearly reports to State agencies and to supervisors of related programs as required and prepares annual performance reports based on the MPHSP;

Attends community meetings, professional conferences, New York State Department of Health conferences and workshops as needed;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices, methods used to evaluate children to determine the need for treatment; comprehensive knowledge of therapies and interventions appropriate for treatment of children in early intervention and pre-school programs; comprehensive knowledge of federal, state and local laws regarding pre-school and early intervention programs for birth to age 5; thorough knowledge of resources available in the community for infants and children who require intervention; ability to implement fiscal plans and budget requirements in administration of early intervention and pre-school programs; ability to understand and interpret federal and state laws, rules and regulations, and to apply them to county policies and programs; ability to develop and plan programs, participate in program implementation, analyze program efficacy, and communicate and present information regarding such programs; ability to supervise the work of others; ability to communicate clearly and effectively both orally and in writing with groups and individuals; ability to establish and maintain effective working relationships with a variety of people and agencies; ability to deal effectively and objectively with people of diverse socio-economic backgrounds and cultures; good listening skills; social perceptiveness; initiative; resourcefulness; organizational ability; enthusiasm; patience; good judgment.

MINIMUM QUALIFICATIONS:\*

Masters degree in Social Work and three (3) years of early intervention and pre-school program experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Possession of a license and current registration to practice Clinical Social Work (LCSW) issued by the New York State Education Department.
2. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.

SUBSTITUTION NOTE: Per NYCRR Title 10, Part 69, §69-4.4(a)(1)(i), verifiable voluntary or part-time experience is acceptable to meet the above described requirements on a pro-rata basis.

\* Minimum qualifications reflect requirements of New York Codes, Rules and Regulations (NYCRR), Title 10, Part 69, §69-4.