

## EARLY INTERVENTION PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Public Health Administrator, the incumbent of this position is responsible for the implementation and monitoring of all activities related to the Early Intervention Program. The incumbent is expected to exercise considerable independent judgment and initiative in carrying out program activities and in the supervision of program service coordinators, specialists and lower level employees. Work is reviewed by the Public Health Administrator through periodic reports and conferences. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Implements and monitors all activities directly related to the Early Intervention Program;

Develops policies and procedures related to the program and oversees implementation of such policies;

Trains all staff including support personnel;

Supervises Early Intervention Service Coordinators and other lower level employees for work performance and conduct;

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

Plans and organizes the development of individual programs for children with developmental delays and their families;

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

Visits provider agencies to monitor their compliance to program requirements;

Works as a team member with other professionals to coordinate efforts to meet the needs of children with developmental delays and their families;

Promotes public understanding of and cooperation with the objectives of the Early Intervention System with various child-find efforts and local community organizations, etc.;

Collects or oversees the collection of required Early Intervention data and prepares monthly, quarterly, yearly reports to NYS agencies as required;

Attends community meetings, professional conferences, New York State Department of Health conferences and workshops to keep abreast of current trends in child development, developmental delays and treatment and early intervention programs;

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*

DIRECTOR, EARLY INTERVENTION PROGRAM (cont'd)

*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 AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices, methods involved in providing early intervention programs for the pediatric population; good knowledge of the principles and practices of supervision; working knowledge of the New York State Department of Health Early Intervention Regulations and New York State Education Laws and programs for infants and children; thorough knowledge of the facilities and resources available in the community for infants and children who require intervention services and the most effective means of utilizing them; thorough knowledge of modern developments, current literature, sources of information and materials used to implement Early Intervention Services; ability to establish programs and maintain effective working relationships with family involved in programs for children requiring early intervention services; ability to analyze plan and participate in the development of programs to effectively meet the needs of infants and children; ability to relate sympathetically to a potentially difficult client population; ability to express ideas clearly and effectively, both orally and in writing; organizational ability; enthusiasm; initiative; patience; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- a) Masters Degree in Social Work, and three (3) years of early intervention program experience; or
- b) Bachelors Degree in Social Work, and five (5) of early intervention program experience; or
- c) An equivalent combination of training and experience as defined in (a) and (b) above.

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 and maintenance of current valid license/registration to practice Social Work issued by the New York State Department of Education.
2. Access to transportation may be required in order to meet field work assignments made to employees in this class in the ordinary course of business in a timely and efficient manner.