

EARLY INTERVENTION SERVICE COORDINATOR (BILINGUAL SPANISH)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized professional social casework which primarily involves responsibility for coordinating the direct delivery of early intervention services to challenged infants and toddlers under three years of age and their families. Work is performed in accordance with New York State Department of Health regulations and guidelines. This position differs from Early Intervention Services Coordinator in that it requires the ability to speak, write, understand and translate Spanish and English. Duties require proficiency in both the Spanish and English languages to provide interpretive and information services. Direct supervision is provided by the Administrator of Early Intervention & Pre-School Programs. Supervision of others is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Communicates orally and in writing in both the Spanish and English language, interpreting for clients and co-workers;
Coordinates and arranges for services for clients and placement in appropriate programs;
Receives and reviews early intervention-related referrals and contacts families (including home visits) in order to gather information and observe family relationships;
Arranges for interdisciplinary team evaluations and chairs team meetings designed for diagnosis and treatment of challenged infants and toddlers 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;
Counsels families and may intervene when necessary;
Prepares reports and maintains records;
May attend professional meetings, conferences and workshops;
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 KNOWLEDGES, 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 challenged infants and toddlers under three (3) years of age; good knowledge of New York State health laws, regulations and guidelines regarding the provision of special services and programs for challenged infants and toddlers under three (3) years of age; good knowledge of community resources and county

programs and how to use them effectively for preschool challenged infants and toddlers and their families; ability to communicate effectively, both orally and in writing in Spanish and English; ability to read, understand and translate from Spanish to English and English to Spanish.

MINIMUM QUALIFICATIONS:* Either

- a) Bachelor's Degree in a health or human service field; or
- b) Associate's degree in a health or human service field and one (1) year of service coordination experience; or
- c) Graduation from high school or possession of a comparable diploma and two (2) years of service coordination experience and an additional one (1) year of experience in a service setting with infants and toddlers with developmental delays or disabilities; or
- d) Graduation from high school or possession of a comparable diploma and three (3) years of experience in service coordination experience;
- e) An equivalent combination of training and experience as defined 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. All early intervention service coordinators are required to participate in a introductory service coordination training sponsored or approved by the New York State Department of Health within the first year of employment, as set forth in Title 10 of the State of New York Department of State Codes, Rules and Regulations (NYCRR), Part 69 - §69-4.4, Qualifications of Service Coordinators.
2. Access to transportation is required to perform field work responsibilities in a timely and efficient manner.
3. Demonstrated proficiency in speaking, reading, writing, understanding and translating Spanish and English.

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 and comply with §69-4.4 of Part 69 of Title 10 of State of New York Codes, Rules and Regulations (NYCRR).