

OPWDD ASSISTANT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for assisting with administration of services for disabled persons. Responsibilities include assisting with planning and coordination of developmental disability services in the County as well as working directly with individuals of all disabilities. Work is performed under general supervision of the Commissioner of Social Services and the OPWDD Coordinator, with wide leeway allowed for the exercise of independent judgment. Supervision is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only)

Assists in the coordination of activities of the County Office for the Disabled;

Assists with planning and coordinating services for the developmentally disabled;

Works with the Coordinator to identify needs and existing gaps in the continuum of services for disabled persons;

Assists with planning for people with disabilities, their family members, advocates and service providers, for ways in which the identified needs and gaps in services can be met;

Assists in the development, maintenance and update of a comprehensive database of people with disabilities in Putnam County, with an assessment of needs;

Assists in the development and maintenance of a resource inventory for referrals within the community;

Contributes to the compilation and production of the "Abilities Newsletter";

Assists in the planning, outreach, organization and setup of the annual Disability Fair & Legislative Forum;

Attends meetings and conferences;

May assist in the conduct of parent support groups;

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 AND PERSONAL

CHARACTERISTICS: Good knowledge of resources available to provide services for Putnam residents with disabilities; working knowledge of the principles and techniques used in coordinating the delivery of disability services; working knowledge of federal New York State rules and regulations, including ADA and Section 504 of the Rehabilitation Act, as they apply to the

administration of disability services; working knowledge of the needs of disabled individuals and corresponding treatment modalities; ability to establish and maintain effective working relationships with individuals and groups; ability to communicate effectively, both orally and in writing; initiative; tact; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in a human services discipline, education or mental health or related field; or
- b) Bachelor's degree as described in (a) and one (1) year of experience in the field of disabilities; or
- c) An equivalent combination of education and training as indicated 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.

*NB: Chapter 168 of the Laws of 2010 and Assembly Bill 6840: language reform legislation, eliminated references to "mental retardation" in state offices and laws, replacing such references with "developmental disabilities."*