

## OPWDD COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for the planning, coordination and implementation of services provided to people with developmental disabilities and administration of the county Office for People With Disabilities. Responsibilities include both planning and coordinating developmental disabilities services in the county, as well as working directly with individuals who have a variety of disabilities. Work is performed under general supervision of the Commissioner of Social Services/Mental Health, with wide leeway allowed for the exercise of independent judgment and initiative in the performance of duties and responsibilities. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)  
Plans and coordinates developmental disabilities services;  
Serves as the local government liaison with the New York State Office for People With Developmental Disabilities (OPWDD);  
Develops local government developmental disabilities plan and plans a yearly forum for community input;  
Develops, maintains and updates developmental disabilities database of individuals and needs assessments;  
Contacts families listed in the database to ascertain needs, and provides case management when necessary;  
Develops and maintains resource inventory of referrals within the community;  
Contacts school districts, doctors, libraries and churches for DDP4 for the Taconic Developmental Disabilities Services Office of the OPWDD;  
Conducts parent support groups;  
Prepares agenda and minutes for and facilitates monthly provider meetings and Community Services Board Developmental Disability Subcommittee meetings;  
Writes, publishes and distributes a quarterly newsletter;  
Develops and holds a yearly transition fair for students with disabilities ages 13-21;  
Attends Committee on Special Education meetings to help with educational programming;  
Serves on educational task force;  
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 AND ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and techniques used in coordinating the delivery of developmental disability services; good knowledge of New York State rules and regulations as they apply to the administration of Developmental Disability services; good knowledge of the needs of individuals with developmental disabilities and corresponding treatment modalities; good knowledge of resources available to provide services for individuals with developmental disabilities; ability to 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, and three years of experience in the field of developmental disabilities; or
- b) Bachelor's degree in a human services discipline, education or mental health, and five years of experience in the field of developmental disabilities; or
- c) An equivalent combination of 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."*