

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised : 04/20/11

EARLY INTERVENTION PROGRAM SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized professional position which involves overall responsibility for the daily supervision and responsibility for the operation of the Early Intervention (EI) Program. The incumbent in this class is responsible for budget preparation and maintenance of related records and procedures. The incumbent performs functions as Early Intervention Official Designee, according to State and Federal regulations and as appointed by County Early Intervention Official. The work is performed under the supervision of the Public Health Director. Supervision is exercised over the work of the Family Service Specialists, Program Manager, and various fiscal, clerical and EI personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and implements program activities and policies;
Supervises the daily operation of the Early Intervention Program, including home and site visitations;
Prepares and conducts various staff performance evaluations;
Performs related human resources management functions, including preparing annual training and staff development plans;
Supervises the provision of on going service coordination by other approved service providers to eligible children and families;
Assures program compliance with applicable policies and regulatory procedures;
Maintains liaison with various agencies which provide EI services;
Develops, monitors and updates program standards, policies and procedures as needed;
Represents the program by serving as a member on a variety of committees and by attending a variety of meetings organized locally or by the state;
Monitors the fiscal impact of individual service plans including case budgets, optimal third party reimbursements, entitlement programs, etc. in order to ensure optimal use of resources and cost containment;
Prepares program's budget and maintains fiscal records;
Collects, organizes and analyzes data concerning the EI program;
Consults appropriate county officials regarding legal, fiscal, and procedural questions;
Monitors program services and resolves complaints;
Prepares and conducts various training and staff development activities;
Supervises the maintenance and control of related records and files;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the problems of infants and toddlers with disabilities and their families including health, educational, sociological, or psychological problems, their causes and possible solutions; thorough knowledge of pediatric development in the following functional areas: cognitive, socio-emotional, physical, adaptive, language and communication and the medical and psychological diagnostic instruments used to assess the needs of developmentally delayed/disabled children; thorough knowledge of the Federal, State and local laws and programs as they relate to early intervention and children with developmental delays and disabilities; good knowledge of office administration record keeping and reporting; good knowledge of community resources available to provide assistance to infants, toddlers and their families; ability to establish and maintain effective inter-personal relationships; ability to communicate effectively, both orally and in writing; ability to plan and supervise the work of others; ability to monitor and evaluate staff and program performance in the context of program goals and objectives.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in social work, psychology, nursing, special education, occupational, speech, or physical therapy, early childhood education or a closely related field **AND** two (2) years of experience in providing or coordinating health or human services to children with special needs **AND** one (1) year of supervisory experience;
OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in social work, psychology, nursing, special education, occupational, speech, or physical therapy, early childhood education, health information administration or a closely related field **AND** three (3) years of experience in providing or coordinating health or human services to children with special needs **AND** one (1) year of supervisory experience.

SPECIAL REQUIREMENTS:

Applicants will be required to possess a valid NYS driver's license at the time of appointment and have access to reliable transportation in order to meet the field work assignments. This license must be maintained throughout appointment.

Adopted: 01/03/02
Revised: 10/01/08, 04/20/11