

PROGRAM ADMINISTRATOR (SPECIAL CHILDREN'S HEALTH SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class administers a complex program in the field of rehabilitation for developmentally disabled and/or handicapped children. Responsibilities include program development, planning, implementation, evaluation and coordination, research, and staff development, training and linkage to related special education programs for these children. When assigned to the Quality Assurance Unit of Special Children's Services, incumbent also has responsibility for the evaluation of Early Intervention contractors for the purpose of insuring programmatic and fiscal compliance. Supervision may be exercised over a number of professional, technical, support and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Trains, evaluates and monitors performance of Early Intervention contractors in their regulatory, contractual, and procedural obligations;

Develops and conducts feasibility studies for the development of programs relating to medical rehabilitation and special education needs of handicapped children;

Reviews applications of medical rehabilitation and special education programs for handicapped children to assure maximum coordination of programs;

Performs research studies, field work and surveys to determine service needs in the community, resources, available facilities, and other related programs;

Evaluates and monitors outside program progress and operational procedures and recommends changes in program organization, methods and procedures;

Acts as liaison in resolving issues regarding outside agencies in their regulatory and procedural obligations;

Develops and maintains working relationships with community agencies and institutional organizations sharing similar program goals, and coordinates the County program with them to insure comprehensive services to the public and early childhood intervention programs for children;

Initiates and develops the active participation and cooperation of professional groups, governmental bodies, volunteer agencies, citizen's groups and educational institutions in the development of programs;

Attends and participates in conferences, community meetings, seminars, etc. to keep abreast of the current issues and developments in the field;

Prepares and analyzes state reports, and other reports as required by the department or regulatory agencies;

EXAMPLES OF WORK: (Illustrative Only) (con't)

Acts as a contact for families that have specific issues regarding the Early Intervention Official Designee (EIOD), Initial Service Contractor (ISC), or Ongoing Service Coordinator (OSC);

When assigned to Quality Assurance Unit:

Performs programmatic and fiscal audits of contractor providers in order to monitor their compliance to all applicable New York State Department of Health's laws and regulations which govern the New York State Early Intervention program, and to correct any programmatic deficiencies and/or fiscal irregularities;

Conducts technical training sessions for fiscal staff to improve their ability to detect providers' billing errors and any other fiscal irregularities;

Performs audits by on-site provider monitoring, random sampling of provider records, children's records, clinical service notes and provider records;

Reviews management reports, analyzes the rate and frequency of providers' billing errors and makes recommendation as to ways to correct and minimize those errors;

Oversees contract with fiscal agent, who is responsible for third party billing, in order to maximize revenue recovery;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the regulations which govern programs under Article 25 of Title II-A, Early Intervention; good knowledge of Infant and Toddler Development; good knowledge of methods and principles of health administration and related special education programs for handicapped children; familiarity with the laws and regulations related to special programs for handicapped children; knowledge of principles and practices of program evaluation; familiarity with the fundamentals of statistics and research methods and procedures; ability to understand and interpret complex written regulations; ability to gain the cooperation of others; ability to plan and supervise the work of others; ability to clearly and concisely express ideas orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact; good judgment; resourcefulness; imagination; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Special Education, Social Work, Psychology, Public Health or a related field and four years of professional experience in the development and/or administration of health related programs, two of which must have been at an administrative, consultative, or supervisory level.

SUBSTITUTION: Successful completion of a Master's Degree in one of the above fields may substitute for one year of the general experience. There is no substitution for the two years of experience at the administrative, supervisory or consultative level.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum educational requirements indicated in the minimum qualifications will be considered when evaluating experience.