

## PROGRAM COORDINATOR (SPECIAL CHILDREN'S HEALTH SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class administers and develops several complex programs in the fields of early intervention, special education, and therapeutic services for children with developmental disabilities. Responsibilities include developing, coordinating and implementing programs, and interpreting complex laws and regulations particularly under the Federal Individuals with Disabilities Act (IDEA) Part C, and the NYS Public Health Law title II-A Article 25. The incumbent also evaluates program effectiveness, researches new developments in the field and initiates staff development training. The incumbent represents the County at provider and community meetings, participates in Individual Family Service Plans (IFSP) meetings, mediations and due process hearings and has extensive contact with education, health and human service professionals, government officials, and others. Supervision is exercised over a number of subordinate professional, technical, and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers and develops complex programs in the fields of early intervention, special education, and therapeutic services for children with developmental disabilities;

Interprets, understands, integrates and implements the constantly changing Federal, State and County laws and regulations governing the provision of services to children with disabilities;

Coordinates Health Department Programs with those of other agencies including the New York State Education Department and its regional arm, the State and Westchester County Departments of Social Services, the State Department of Health, the County Department of Community Mental Health, and other State and County agencies;

Supervises and participates in research and feasibility studies and surveys designed to determine service needs in the community, resources, available facilities, and other existing related programs; Identifies gaps in services and resources, and assists in provider expansion to fill the gaps;

Supervises and participates in reporting, as required by funding agencies and auditors;

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

Supervises, trains and develops professional and clerical program staff, (including other supervisors), to meet program goals and objectives;

Attends and participates in conferences, community meetings, seminars, etc.;

Assists the Director in the day-to-day operation of the entire Services for Children with Disabilities (SCD) unit, and acts as administrative director in her absence;

Serves on inter-agency committees assessing the needs and priorities of disabled children;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Coordinates the operation of an extensive data system which will accommodate the needs of all SCD's programs and link with other Health Department data systems;

Assists in the formulation, execution, and monitoring of contracts;

Supervises the maintenance of appropriate medical, educational, and billing records;

Assists the Director of SCD in preparing and analyzing annual budget and other required fiscal, statistical and narrative reports, as required;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of health practice, especially as it applies to children's health; thorough knowledge of Early Intervention and Early Childhood systems; good knowledge of early childhood development and developmental disabilities/disorders; good knowledge of methods and principles of health administration and the regulations governing reimbursement for health services; good knowledge of community resources available to children with developmental disabilities; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; familiarity with the laws and regulations related to special programs for children with disabilities; ability to develop and maintain effective working relationships with government agencies, service providers, and the public; ability to understand and interpret complex written regulations; ability to communicate effectively, both orally and in writing; tact; initiative; discretion; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in Early Childhood, Special Education or related field and five years professional experience in healthcare including one year in Early Intervention, early childhood or special education and one year of which must have been in an administrative, consultative or supervisory capacity; or (b) a Master's Degree\* in Public Health or a related health field and four years of professional experience as described in (a) including the specialized experience.

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

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J. C.: Competitive  
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Job Class Code: C2642  
Job Group: XIII