

PROGRAM SPECIALIST (DEVELOPMENTAL DISABILITIES SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Developmental Disabilities Services of the Department of Community Mental Health, an incumbent of this class supervises and monitors case management activities performed in support of comprehensive professional programs designed to provide treatment and rehabilitative services to persons with developmental disabilities within the County. Incumbents assist in the development of plans, policies, and procedures for implementation of programs. Supervision is exercised over case management and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and monitors assigned case management activities performed in support of developmentally disabled individuals within the County;

Coordinates the case management relationship between existing County programs in the fields of developmental disabilities, alcohol and substance abuse, The Alternative Sentencing Program for Developmentally Disabled Offenders (ASP/DDO) program and the criminal justice system;

Oversees the referral and placement of developmentally disabled persons listed in the County's Registry;

Maintains a resource inventory of referrals within the community;

Participates in monitoring services provided by contracted agencies and through grant programs for quality assurance of service delivery to developmentally disabled individuals;

Plans and conducts needed training of staff through seminars and other professional programs;

Participates in community education including seminars on developmental disabilities and related issues;

Performs research activities, as necessary, and generates statistical reports on program utilization;

Acts for and represents the department, as required, in relation to the above mentioned case management and programmatic activities;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the needs of developmentally disabled individuals and corresponding treatment modalities; good knowledge of New York State rules and regulations concerning developmentally disabled individuals; good knowledge of community, public and local agencies available to provide services to the developmentally disabled;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continued)

good knowledge of data collection techniques and statistical analysis; ability to establish and maintain effective working relationships with individuals and groups; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; tact; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of experience in the field of developmental disabilities/mental retardation.

SUBSTITUTIONS: A Master's Degree* in a social science discipline may be substituted for the above experience at the rate of 30 credit hours per year for up to one year.

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