

## **SUPERVISOR, PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS**

**DISTINGUISHING FEATURES OF THE CLASS:** This management level position involves development, coordination, direction and supervision of all programs and activities associated with assisting and enabling eligible infants, toddlers and their families to receive the rights, procedural safeguards and services that are authorized under state and federal law, as well as non mandated services for which the family may be eligible. In addition to directing the development of programs, the incumbent is responsible for maintaining fiscal and administrative standards for the programs, maintenance of related records and procedures, development of agency conducted orientation, training and staff development efforts, evaluation and on going assessment of all programs for persons with disabilities, maintenance of all applicable data and reports, communication with federal, state and local authorities, participation in regional and statewide activities and assessment and recommendations regarding employees and contractors with the County Health Department. The work is performed under the general direction of the Director of Public Health, with wide latitude permitted for the exercise of independent judgment. Supervision is exercised over professional and clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Administers, directs, and coordinates programs and services for Children with Special Needs;
- Receives from the community, hospitals and attending physicians referrals and the treatment recommendations for individual children and, in consultation with nursing staff and medical consultants, completes arrangements to carry out such recommendations pending a determination of financial need;
- Provides information and referral regarding services available for children;
- Counsels and advocates for families of children with special health needs regarding program and other services;
- Utilizes effectively community medical, social and health resources to meet individual and family needs;
- Maintains records of medical, health, social and financial needs of individual children and families;
- Participates in the determination of financial need in individual cases;
- Establishes and maintains effective working relationships with the medical and allied professions, hospitals, health agencies and social support human services agencies in the community;
- May participate in the development of policies and procedures;
- Participates in interpreting program policies and procedures to families, vendors, providers and agencies in the community;
- Facilitates and participates in the development, review and evaluation of Individual Family Service Plans;
- Coordinates and monitors the delivery of services;
- Keeps families informed of the rights and privileges afforded to them under state and federal laws;
- Reviews care plan ensuring provider conformance and family satisfaction;
- Evaluates progress reports/summaries;
- Prepares statistical, narrative and fiscal reports;
- Recommends contractual language for the County Attorney's approval;
- Attends required meetings and in-services;
- Performs other related activities as required by regulation;
- Supervises professional and clerical staff.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the practices and procedures of social work and of the social and psychological factors related to diseases, disability, health and development; good knowledge of the principles and practices of public health; good knowledge of federal, state and local laws, regulations, policies and procedures regarding all programs, services and appropriate payment methods for persons with disabilities; ability to counsel the individuals and their families who are being served by the agency; ability to function as a member of an inter-disciplinary health care team; ability to prepare records and reports related to social service activities; ability to utilize community resources effectively to meet individual and family social service needs; ability to confer with and work with other health care professionals; tact; empathy; physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:**

- Either (A)** Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in sociology, psychology, human services, education, rehabilitation, nursing or closely related field and one (1) year of supervisory experience in a community oriented public or private agency adhering to prescribed standards;
- Or (B)** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in sociology, psychology, human services, education, rehabilitation, nursing or closely related field and three (3) years of experience in a community oriented public or private agency adhering to prescribed standards, one (1) year of which must have been in a supervisory capacity;
- Or (C)** An equivalent combination of training and experience defined by the limits of (A) and (B) above.

**Special Requirement:** Certain assignments given to employees in this class will require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

Competitive Class

Established 01/09/2003 Personnel Officer