



Department of Human Resources &
Civil Service

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PROVISIONAL OPENING FOR
EARLY INTERVENTION SERVICE COORDINATOR

There is a provisional opening in the Allegany County Department of Health for the position of Early Intervention Service Coordinator.

This is a part-time position, scheduled to work approximately 21 hours per week. The schedule can be flexible.

Starting Pay \$24.9580

This position is responsible for fulfilling those functions and activities necessary to assist and enable eligible infant, toddler, and parent to receive the rights, procedural safeguards and services that are authorized to be provided under state and federal law, including other services not required under the EIP (Early Intervention Program), but for which the family may be eligible. The incumbent coordinates services and develops, monitors and updates family service plans, and makes appropriate referrals as needed. Direct supervision is received from the Early Intervention Program Director. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- A) Possession of a bachelor's degree in a health or human services field;
OR
- B) Possession of an associate degree in a health or human service field and one (1) year of experience in service coordination activities*; OR
- C) One (1) year of experience in service coordination activities and an additional one (1) year of experience in a service setting with infants and toddlers with developmental delays or disabilities; OR
- D) Two (2) years of experience in service coordination activities.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the

United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Participation in introductory service coordination training pursuant to Section 69-4.4 of Article 25 of the New York State Public Health Law.

*Service Coordination Activities shall include:

- a) Coordinating the performance of evaluations and assessments;
- b) Facilitating and participating in the development, review and evaluation of Individualized Family Service Plans;
- c) Assisting families in identifying service providers;
- d) Coordinating and monitoring the delivery of services;
- e) Informing families of the availability of advocacy services;
- f) Coordinating with medical and health care providers, including a referral to appropriate primary health care providers as needed;
- g) Facilitating the development of a transition plan to preschool services if appropriate or to other available supports and services.

SPECIAL REQUIREMENT:

Possession of a valid Motor Vehicle Operator's license required.

**This is a competitive class position, provisional candidate must pass the examination for this position and be ranked among the top three (3) candidates and receive an offer of employment for this position.

**** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.**

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT