

DEPARTMENT: HEALTH DEPARTMENT
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 1, 2009

DIRECTOR – CHILDREN WITH SPECIAL NEEDS

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for directing, coordinating, and administering a variety of programs for children with special needs including the Early Intervention Program (EIP), Physically Handicapped Children's Program (PHCP), Education of Handicapped Children's Program, and Children with Special Health Care Needs. The incumbent plans, programs and projects, and evaluates their quality, quantity, cost effectiveness and adherence to Federal, State and/or local laws and regulations. The work involves the maintenance of grant accounts related to case management for special health care needs of children and the early intervention program; directing and coordinating financial investigations for the PHCP; and for maintaining necessary controls over the budget and the guidelines established for the program. The work is performed under the general direction of the Public Health Director. Supervision is exercised over lower level technical and clerical staff. Does related duties as required.

TYPICAL WORK ACTIVITIES:

1. Oversees the administration of various division grants and programs to insure adherence to goals, objectives and regulations;
2. Coordinates the delivery of health and special education services provided by the local practitioners and vendors under such programs as PHCP, preschool special education, EIP, Medicaid, etc.;
3. Acts as a departmental liaison in relation to assigned programs and projects;
4. Coordinates the personnel functions within the Children with Special Needs Division;
5. Evaluates employee performance in relation to specific program objectives and overall health department standards;
6. Maintains liaison with medical, educational and human resource providers to insure compliance with program objectives and procedures;
7. Carries out public relations activities such as giving speeches, participating in community organization activities, attending conferences and preparing information relating to all division programs;
8. Develops and/or prepares a variety of detailed reports relating to quality assurance, statistics, fiscal reports, related budgets and projections;
9. Develops recommendations for all division programs and grants;
10. Coordinates, supervises and conducts financial investigations for the PHCP;
11. Evaluates applicant eligibility for programs, makes determinations, contacts delinquent families to develop an acceptable payment plan, and refers families to other possible financial and supportive services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, methods, administration and coordination of physically handicapped children related programs; good knowledge of the methods used in determining financial condition of individuals; good knowledge of business arithmetic and English; good knowledge of PHCP policies and objectives, including applicable Federal, State and local laws and regulations; good knowledge of budgeting and fiscal procedures and personnel management; good knowledge of staffing and organization methods; ability to express oneself clearly and concisely both orally and in writing; ability to supervise and coordinate activities of others including those involved in financial investigations; ability to interpret policy statements and legislation and to apply them to program objectives; ability to establish and maintain good working relations with patients and their families, various professional groups and public and private organizations; ability to maintain records and prepare reports; thoroughness; tact; dependability; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Five (5) years of permanent competitive status as a Care/Service Coordinator within the Niagara County Health Department immediately preceding the date of examination.

OPEN-COMPETITIVE: Graduation from high school or possession of a New York State equivalency diploma:

AND: 1. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in health, human services, social work, or health related field and four (4) years of experience in a health related program, two (2) years of which must have been in program development and supervision;

OR: 2. Eight (8) years of experience as described in (1) above.