

GENESEE COUNTY

CASE MANAGER – HEALTH (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This position in the Health Department's Early Intervention Program responsible for assisting in developing, promoting and monitoring a service plan for children and their families. The work involves assisting families to identify and obtain available and appropriate services as well as conduct intake assessment and referral activities. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Manages case work activities through home visits, telephone calls and fostering and maintaining good working relationships through written and verbal means with families, medical, health, social services, and community agencies that are involved in the care of infants and toddlers to ensure that the infants and toddlers with developmental delays or disabilities receive the range of appropriate services to meet their needs;

Ensure continuity and quality of services for infants and toddlers with developmental delays or disabilities and their families through facilitating and/or participating in the development and review of the Individual Family Service Plan (IFSP) that reflects the family's priorities, concerns and resources;

Maintains and submits activity reports, case records, and other documentation as requested and required by county, state and federal policies, laws and regulations pertaining to the Early Intervention Program;

Seeks, coordinates and monitors the provision of early intervention and other community services that the infant or toddler with developmental delays or disabilities needs or is receiving that benefit their development for the duration of the child's eligibility;

Coordinates scheduling and receiving of screening and multidisciplinary evaluations for infants and toddlers suspected of having developmental delays or disabilities;

Informs families of the rights afforded to them by Federal and State Law and the availability of advocacy services under the Early Intervention Program;

Attends meetings, in-service programs and training and keeps informed on the latest developments.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of case management techniques; good knowledge of the range of services and entitlements available to preschool children with disabilities; knowledge of childhood intervention programs and sensitivity to their

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CASE MANAGER – HEALTH (HELP Program)

Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS, Cont'd:

special problems; ability to operate a motor vehicle; ability to accurately and appropriately assess client needs, plan services, oversee plan implementation and conduct ongoing follow-up and reassessment; skill in organizing and communicating.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk, and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Master's Degree in Social Work, Human Services, Early Childhood Education, or related field;

OR:

- B. Possession of a Bachelor's Degree in Social Work, Human Services, Early Childhood Education, or related field AND two (2) years of full-time, paid experience as a caseworker, social worker, counselor, or providing direct professional service to young children and their families.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid New York State Driver's License.

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CASE MANAGER – HEALTH (HELP Program)

Page 3

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 internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Non-Competitive Class
Adopted 12/27/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.