

GENESEE COUNTY

DIRECTOR – CHILDREN WITH SPECIAL NEEDS (HELP Program)

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:

Oversees the administration of various division grants and programs to insure adherence to goals, objectives and regulations;
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.;
Acts as a departmental liaison in relation to assigned programs and projects;
Coordinates the personnel functions within the Children with Special Needs Division;
Evaluates employee performance in relation to specific program objectives and overall health department standards;
Maintains liaison with medical, educational and human resource providers to insure compliance with program objectives and procedures;
Carries out public relations activities such as giving speeches, participating in community organization activities, attending conferences and preparing information relating to all division programs;
Develops and/or prepares a variety of detailed reports relating to quality assurance, statistics, fiscal reports, related budgets and projections;
Develops recommendations for all division programs and grants;
Coordinates, supervises and conducts financial investigations for the PHCP;
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.

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.

CONTINUED.....

DIRECTOR – CHILDREN WITH SPECIAL NEEDS (HELP Program)

Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR 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.

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 Bachelor's Degree or higher 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:

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and eight (8) years of experience as described in (A) above.

CONTINUED...

GENESEE COUNTY

DIRECTOR – CHILDREN WITH SPECIAL NEEDS (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 11/1/24

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