

SENIOR CASE MANAGER - HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This position in the Health Department oversees the administration of the Early Intervention, Child with Special Health Care Needs and Preschool 3-5 programs. The work involves assisting families to identify and obtain available and appropriate services as well as conduct intake assessment and referral activities. Supervision is exercised over incumbents in the title of Case Manager-Health. 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;

For children ages 3-5: (Pre-School Handicapped Children's Program) serves as a member of Committee on Preschool Education (CPSE); reviews IEPs (Individualized Education Plans), provides information and advice to chairpersons and parents concerning less restrictive programmatic alternatives;

For children ages 0-2: (Early Intervention Services) oversees the evaluation process by providers, assists in the review of IFSPs (Individual Family Service Plans); explores with parents and providers alternative means of achieving goals, and makes referrals for the delivery of appropriate services including case management;

Coordinates transition between the programs for children ages 0-2 and ages 3-5;

Works with providers to encourage the development of service alternatives to be provided in less restrictive environments such as day care, nursery schools, etc.;

Coordinates the integration of children oriented health based programs both present and future within Genesee County;

Develops and supervises a multi-disciplinary case management approach for the 0-2 program in compliance with present and proposed state legislation.

Assists in the development of policies and procedures, public relations and community education related to legal, fiscal and programmatic issues;

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 the 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;

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SENIOR CASE MANAGER - HEALTH

Page 2

TYPICAL WORK ACTIVITIES, Cont'd:

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;
Assists in the development and implementation of computerized information systems.

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: laws, rules and regulations pertaining to the education of handicapped children; medical rehabilitation programs, policies, goals and objectives; pediatric development (cognitive and physical) and of medical and psychological diagnostic instruments as they relate to assessing the needs of handicapped children; case management techniques; range of services and entitlements available to preschool children with disabilities. Knowledge of childhood intervention programs and sensitivity to their special problems. Ability to analyze the needs of children with handicapping conditions and recommend services commensurate with the child's development level; to interpret and understand complex rules and regulations and directives; to plan direct and supervise the work of others; to accurately and appropriately assess client needs, plan services, oversee plan implementation and conduct ongoing follow-up and reassessment. Ability to communicate program service goals and policies to individuals and groups to stimulate their interest and participation; integrity and compassion; tact and courtesy; integrity; good judgment.

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.

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SENIOR CASE MANAGER - HEALTH

Page 3

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 NYS Dept. of Health Medical/Professional nursing license and two (2) years of full-time paid experience providing services to children with special needs,

OR:

- B. Possession of a Master's Degree in education, special education, school counseling, psychology or a related field and two (2) years of experience providing services to children with special needs.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

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

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.

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

Competitive Class
Adopted 12/30/10
Revised 9/8/25