

Jurisdictional Class: Competitive
Adopted: April 14, 2025

SENIOR CHILDRENS SERVICES PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the development, organization, implementation, and evaluation of programs for children and caregivers and general supervision of the team assigned to this work at the local agency. The incumbent evaluates program effectiveness, and provides outreach and training services to professionals and the general public. The incumbent represents the County at meetings and works closely with community partners, officials, and other State and County agencies. The incumbent reports to the Children's Services Coordinator with leeway allowed for the use of independent judgement in carrying out the details of the work. The incumbent may supervise the work of other professional and clerical staff involved with these programs. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Serves as a resource of general guidance and direction for members of the Children's Developmental Services team;

Assists in monitoring and evaluating program delivery and the services of programs for children and caregivers within the County, including review of documentation to ensure compliance with requirements which may involve onsite visits;

Coordinates quality assurance efforts related to provided services;

Assists in addressing complex cases and situations including concerns from parents, providers, and school districts;

Assists in identifying need for and undertaking of review, evaluation, and revision of service related policies and procedures;

Assists with identifying and coordinating development opportunities for the Children's Developmental Services team and partners;

Guides the preparation of and reviews required county and state reports, statistics, and records to ensure compliance with state regulations;

Assists with the daily supervision of professional and support staff, including assisting with timely completion of employee performance evaluations and other personnel related activities;

Coordinates services with school districts, CVES, State Education Department, and other State and County agencies to ensure appropriate services for the identified target population;

Develops and implements quality assurance programs, including fielding concerns from parents, providers, and school districts;

Performs service coordination duties for children and caregivers;

Represents the County at meetings ensuring fiscally sound programming for children and caregivers, and may work closely with other community partners, officials, and other State and County agencies;

Reviews, interprets, and monitors fiscal data, including Medicaid billing, in collaboration with fiscal staff;

Participates in regional and statewide advocacy coalitions for children with health and/or developmental needs;

Provides outreach and training to service professionals and the general public regarding programs and services for children with health and/or developmental needs and communicates this information effectively with consideration of audience composition;

Provides operational supervision to staff and other providers to ensure compliance with State and federal regulations;

Participates in training for Incident Command System, emergency preparedness response and drills, and responds to emergencies as part of the department's response requirements;

May perform case management duties;

May perform other related activities as required by the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge and understanding of the principles of leadership and supervision;
Good knowledge of social and psychological factors related to childhood development and related conditions;
Good knowledge and capability to counsel families who are being served by the agency;
Ability to understand and analyze fiscal data and accounting practices;
Ability to use technology for accurate, secure data management and communication;
Ability to function effectively as a team member and supervisor;
Ability to plan and supervise the work of others;
Sensitivity to individual client needs with the ability to approach situations that take into account diversities and cultural differences;
Ability to establish and maintain cooperative working relationships;
Ability to effectively communicate both orally and in writing;
Ability to understand and complete financial billing processes necessary to assist with reimbursement;
Sound judgement.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in a health or human services field and two (2) years of experience in a health, human services, or education position; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a health or human services field and three (3) years of experience in a health, human services, or education position; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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.

SPECIAL REQUIREMENTS: Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.