FAMILY SERVICES SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for fulfilling those functions and activities necessary to assist and enable eligible infants, toddlers, preschoolers, and their families to receive the rights, procedural safeguards, and services that are authorized under state and federal law, including other services for which the family may be eligible but are not required by law. The work is performed under general direction of the Early Intervention Official and direct supervision of the Senior Family Services Specialist. Wide latitude is permitted for the exercise of independent judgment. This position does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

-Makes home visits and explains Early Intervention Program and advocacy services to parents of infant toddlers with special needs;
-Serves as a primary point of contact in providing guidance and assisting parents in obtaining available services;
-Coordinates all services across agency lines in the performance of evaluations and assessments;
-Facilitates and participates in the development, review and evaluation of Individual Family Services Plans and Individual Education Plans;
-Assists families in identifying service providers;
-Coordinates and monitors the delivery of services;
-Provides information as to the rights afforded families under state and federal laws;
-Attends meeting and acts as the child's and family's representative on the Committee for Pre-School Education;
-Prepares necessary documentation as required;
-Assists in the transition from Early Intervention Program to the Pre-School Program by contacting appropriate authorities and providing pertinent documents;
-Coordinates agencies involved in early childhood care in order to develop an Individualized Family Services Plan;
-Reviews care plans ensuring provider conformance and family satisfaction;
-Attends required meetings and in-service trainings;
-Performs other related activities as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:
Thorough knowledge of developmental needs of infants, toddlers, and preschool age children (0-5 years); good knowledge of community based agencies providing services to infants, toddlers, and preschoolers; good knowledge of the principals involved in the developmental stages of infants, toddlers, and preschoolers; ability to establish and maintain working relationships with the public, community agencies, and professional in the field; ability to identify and develop resources for funding; ability to acquire a good knowledge and understanding of state and federal laws and regulations pertaining to the Early Intervention Program and the Preschool Special Education Program; good knowledge of family centered services, nature and scope of services available under the Early Intervention Program; ability to plan and coordinate the work of others; ability to communicate both orally and in writing; ability to get along with others; tact, courtesy, resourcefulness, reliability, and good judgment; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:
Either -

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Health, Education, Human Services, or a related field;

Or **(B)** Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Health, Education, Human Services, or a related field and two years experience in service coordination activities*

Or **(C)** Graduation from high school or the possession of a high school equivalency diploma and four years experience in service coordination activities*

* Service coordination activities shall mean:

- Coordinating the performance of evaluations and assessments
- Facilitating and participating in the development, review, and evaluation of Family Service Plans
- Assisting families in identifying service providers
- Coordinating and monitoring the delivery of services informing families of the availability of advocacy services
- Facilitating the development of a transition plan to other available supports and services
- Informing families of rights afforded to them under state and federal laws

Special Requirements:
Family Services Specialists shall participate in all required service coordination training sessions sponsored and/or approved by the NYS Department of Health within one year of employment;

And

Certain assignments to employees in this class will require access to transportation to meet fieldwork requirements in a timely and efficient manner.

Competitive Class

Established 04/07/2010 Personnel Officer
Updated 11/23/2015 PO
Updated 02/16/2016 PO