



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Department of Health

**Job Title:** **EARLY INTERVENTION CARE COORDINATOR (HELPs)**

**Salary Range:** \$65,145 - \$74,865 \* (\*Based on years of service employed with Saratoga County in the specified title)

**Work Location:** 6012 County Farm Road, Ballston Spa, NY 12020

**Classification:** Non- Competitive (**Exam requirements temporarily waived**)

#### Job Description

This is a professional position in the Public Health Department involving responsibility for providing a variety of professional assistance and care coordination to parents of infants and toddlers with developmental delays and challenges, in order to access early intervention services. Incumbent provides service coordination to infants, age birth to thirty-six months, as well as toddlers age three to five. Responsibilities also include facilitating the development of a plan of care, which identifies and coordinates services from appropriate agencies and individuals that are needed for client and family. Work is performed under the general supervision of the Early Intervention Program Manager, Community Health Program Manager, Supervising Public Health Nurse or other appropriately designated staff member. Supervisory responsibilities are not a requirement of this position. Does related work as required.

#### Minimum Qualifications (at least)

- A. Possession of a Bachelor's Degree in Social Work, Early Childhood Development, Special Education, Psychology, Nursing, Sociology or closely related health or human services field. **OR**;
- B. Possession of an Associate's Degree in Early Childhood Development, Psychology, Nursing, Sociology or closely related health or human services field and two (2) years of experience in service coordination to include one (1) year of experience in a service setting with developmentally delayed/disabled children.

**SPECIAL REQUIREMENT:** Participation in introductory service coordination training pursuant to Section 69-4.4 of Article 25 of New York State Public Health Law.; AND Possession of a valid NYS Driver's License at time and for duration of appointment.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US 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.)

#### Typical Work Activities (\*Illustrative)

- Conducts intake with families of children suspected of having special needs which may include home



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visits;

- Provides families with all necessary information related to the early intervention process such as eligibility, care coordination, evaluation, and family service plans and options;
- Conducts family assessments which assist the family to detail their strengths and needs as related to the special needs of their children;
- Assures and facilitates the development of a written comprehensive individualized family service plan that is family focused and includes the necessary components and participants;
- Assists families to access a developmental evaluation and to secure the services identified in the care plan;
- Assists families with referral, application, or other forms required for the acquisition of services;
- Provides additional assistance and referral services deemed necessary and advocates for the family with service providers;
- Monitors services identified in the service plan;
- Collects data and documents progress of child/family in the case record;
- Assists families to resolve disagreements, questions, or problems with implementation of the care plan and amend plan as needed;
- Attends committee meetings on preschool special education as needed;
- Reviews evaluations and related services to assure appropriate services are being provided;
- Participates in quality assurance activities;
- Facilitates as needed, access to other services not in care plan;
- Performs a variety of related duties as required.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position has been approved under the HELPs designation and exam requirements have been waived thru 2026

### To Apply (PREFERRED METHOD - via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted through the date posted, or until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*