

## **EARLY INTERVENTION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized professional casework which primarily involves responsibility for administering an early intervention program designed to provide the direct delivery of services to families with children at risk for or with a disability or developmental delay under the age of three. The work is performed under the supervision of a higher-level administrator and in accordance with New York State Department of Health regulations and guidelines and supervision is provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Receives and reviews early intervention-related referrals and contacts families, in order to gather information;

Monitors individual service plan in order to ensure optimal use of available resources;

Counsels families and intervenes in cases, when necessary;

Prepares reports and maintains records;

Conducts in-service trainings, as needed;

May attend professional meetings conferences, and workshops.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of developmental milestones of infants and toddlers; thorough knowledge of the problems, needs, and treatment of infants and toddlers under the age of three at risk for or with a disability or developmental delay; good knowledge of New York State laws and guidelines regarding the provision of special services and programs for infants and toddlers under the age of three at risk for or with a disability or developmental delay, including transition to preschool services; good knowledge of community resources and county programs and how to use them effectively for preschool children at risk for or with a disability or developmental delay and their families; ability to supervise the work of others; ability to conduct psychosocial assessments; ability to communicate effectively, both orally and in writing; ability to prepare reports.

**MINIMUM QUALIFICATIONS:** A Master's degree or higher in Social Work, Nursing, Public Health, Special Education, Early Childhood, Psychology, Speech Pathology, Occupational Therapy, or Physical Therapy and three (3) years of post-master's experience in the field of human services\*, one (1) year of which must have been in the provision of services to infants and toddlers at risk for or with a disability or developmental delay.

**PROMOTION:** Three (3) years of permanent status as an Early Intervention Assistant.

### **SPECIAL REQUIREMENTS:**

1. Possession of a license and current registration as a Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), Speech Pathologist, Physical Therapist, Occupational Therapist, or Registered Nurse (RN) issued by the New York State Department of Education which must also be maintained throughout the course of employment in this title, or
2. Possession of a professional New York State license or permanent certification from the New York State Department of Education in an area relating to the education of children with special needs. This may include certification or licensure in the following areas: early childhood special education, psychology, social work, and educational administration.

3. Satisfactory completion of the following New York State Department of Health Trainings:
  - i. Introduction to Service Coordination Course
  - ii. Transition Responsibilities in the Early Intervention Program
  - iii. Insurance Responsibilities in the Early Intervention Program
  - iv. Early Intervention Evaluation, Assessment and Eligibility Determination
  - v. Meeting the Social-Emotional Development Needs of Infants and Toddlers
  - vi. Early Intervention Program Records
  
4. Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

\*Human services setting shall be defined as a public or private organization in which human services are provided, generally to prevent as well as resolve problems and to assist individuals in functioning as effectively as possible; services include but are not limited to social, economic, psychological, and/or emotional support services that are provided to clients or individuals (services are generally related to public assistance, social services, mental health, substance abuse, aging, special needs children, etc.). Human services experience involves direct contact with clients and such contact requires judgment on the part of the human services provider in interacting with or responding to clients.

R.C.D.P. 10.18.2019 09.27.2021  
Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.