

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 12, 2019

SUPERVISOR - CHILDREN WITH SPECIAL NEEDS

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for directing subordinate staff relative to billing and claiming functions within the Division in addition to assisting the Director – Children with Special Needs with directing, coordinating, and administering a variety of programs for children with special needs. Division programs include the Early Intervention Program (EIP), Physically Handicapped Children's Program (PHCP), Education of Handicapped Children's Program, and Children with Special Health Care Needs. An individual in this class is given much latitude in the maintenance and operation of division services. The incumbent works cooperatively and under the general direction of the Director – Children with Special Needs and exercises direct supervision over employees of the Children with Special Needs Division. In the event of the Director's absence, the incumbent acts for and in the place of the Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Exercises immediate supervision over employees of the Children with Special Needs Division including assigning and reviewing work; providing training and instruction; evaluating work performance, maintaining work standards; and handling absenteeism, discipline, and morale problems;
2. Maintains the quality of established programs within the division;
3. Assists the Director with implementing and ensuring compliance with established policies in all program areas including Early Intervention Program (EIP), Physically Handicapped Children's Program (PHCP), Education of Handicapped Children's Program, and Children with Special Health Care Needs;
4. Conducts job interviews, evaluates candidate credentials, and makes recommendations to the Director – Children with Special Needs and to the Public Health Director regarding appropriate candidates;
5. Prepares and submits necessary reports;
6. Oversees financial investigations by reviewing the work of clerical employees;
7. Reviews Individual Family Service Plans;
8. Conducts meetings with staff monthly or more frequently as needed;
9. Directs and assists in evaluating, scheduling and reviewing the use of services within the Division;
10. Maintains supplies and equipment for this division;
11. When necessary, acts as Early Intervention Official Designee to ensure appropriate services are being recommended and to authorize said services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the laws and regulations which govern all assigned division programs to include Medicaid and insurance billing rules; thorough knowledge of state and local laws and programs relating to mandated services for children with special needs; good knowledge of public administration practices to effectively administer multi-faceted programs, including grant administration, state aid, and financial reporting; good knowledge of the available resources of public and community services and facilities; good knowledge of program planning, evaluation and budget forecasting; good knowledge of principles and practices of program quality assurance and quality improvement; good knowledge of the principles and practices of supervision; ability to demonstrate empathy and establish and maintain good working relationships with families; ability to establish and maintain good working relationships with contractors, professional groups, public and private agencies; ability to understand and interpret complex written directives and regulations; ability to collate, analyze and interpret information and prepare detailed numerical and financial reports; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as word processing, calendar, email and/or database software at an acceptable rate of speed and accuracy; thoroughness; tact; sound professional judgment; initiative; resourcefulness; dependability; physical condition commensurate with the demands of the position.

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SUPERVISOR - CHILDREN WITH SPECIAL NEEDS CONTINUED

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Candidates must be currently employed in the competitive class and have three (3) years of permanent competitive status as an Administrative Assistant in the Niagara County Department of Health.

OPEN COMPETITIVE:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Special Education, Public Health, Public Administration, Business Administration, Audiology, Social Work, Speech Pathology, Occupational Therapy, Physical Therapy, Education, Health and Human Services, Nursing, or any other health related field and two (2) years of full-time paid professional health or special educational services experience. The experience must have been in a supervisory or administrative capacity*; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in any of the fields listed in (1) above and four (4) years of full-time paid experience as described in (1) above, at least two (2) of which must have been in a supervisory or administrative capacity*;

NOTE:

1. Administrative experience is defined as the responsible direction and control of an organizational unit or program. In addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation, and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administrative.
2. Supervisory experience is defined as the responsible direction and control of subordinate employees. This involves responsibility for planning for individuals in a work group including assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes increasing efficiency and dealing with problems of absenteeism, morale and discipline. Supervision must be an integral part of the job, not incidental or occasional.