

EARLY INTERVENTION PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a complex clerical and limited administrative work involved in the Public Health Department's Early Intervention Program. Depending on the particular work assignments, the work is performed under direct or general supervision. The incumbent may supervise clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Creates chart forms and compiles charts for staff; Performs data entry of all Early Intervention/Child Find/Children with Special Health Care Needs (CSHCN) child information; Authorizes services where applicable; Audits contracted services/agency log, activity sheets, progress notes for all invoices submitted for payment of services rendered and summarized on a spread sheet; After payment of vouchers, bills are run at end of month; Insurances, Medicaid and Department of Health are billed as well as state vouchers; As revenue is received, reconciliations are made to the State provided software system; Transactions are compiled into individual child accounts which are monitored monthly; Maintains contracts/files for providers assuring that both contracted services and agencies stay within NYSDOH requirements for physical exams, vaccinations malpractice insurance, etc.; Sends meeting notices, minutes, letters and reports to the council which governs the Early Intervention Program; Performs routine clerical work, answering phone, operating office equipment and other general office duties; Assists in preparation of county budget for EI Program; Gathers monthly employee statistical data to prepare quarterly reports and vouchers sent to Department of Social Services; Assists in preparation of budgets for EI and CSHCN grants; Compiles and organizes statistical and financial percentages to complete quarterly expenditure reports and state vouchers for grants; Prepares monthly, quarterly and annual reports for the Department of Health, insurance billings and reconciliations, Social Services and the Treasurer's Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the Early Intervention and CSHCN programs; Good knowledge of office terminology, procedures, methods and office management practices; Working knowledge of medical terminology; Ability to communicate effectively both orally and in writing including the preparation of correspondence and reports; Ability to deal effectively with clients, public and representatives of other agencies; Ability to operate a computer to enter and retrieve file data; Initiative; Clerical aptitude; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma; and three (3) years of fulltime paid, or its part-time equivalent, clerical experience; OR
- B. Four (4) years of fulltime paid, or its part-time equivalent, clerical experience.

NOTE: Post secondary education in business administration, secretarial science or similarly related field may be substituted for up to two (2) years experience.

Adopted 12/2/98

Revised 10/12/06