

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: APRIL 1, 2009

SUPERVISOR - CHILDREN WITH SPECIAL NEEDS

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for directing and administering the clinical services of the Children with Special Needs 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. In the event of the Director’s absence, the incumbent acts for and in the place of the Director. Exercises direct supervision over employees of the Children with Special Needs Division. 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 weekly meetings with staff reviewing case histories;
9. Directs and assists in testing, evaluating, administering therapy, scheduling and counseling patients using services of 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 field of Communication Disorders including methods, practices and operation of equipment and devices used; working knowledge of the social and psychological factors associated with physical disabilities of this field; working knowledge of the principles, practices, methods, administration and coordination of physically handicapped children related programs; working knowledge of PHCP policies and objectives, including applicable Federal, State and local laws and regulations; ability to diagnose disabilities and the rehabilitative needs of the patient; ability to instruct and supervise subordinates in directing their work; ability to use initiative and work creatively without supervision in planning a program of progressive rehabilitation in this field; physical condition commensurate with the demands of the position.

CONTINUED

SUPERVISOR – CHILDREN WITH SPECIAL NEEDS CONTINUED

SUGGEST PROMOTIONAL QUALIFICATIONS:

Two (2) years permanent competitive status as a Senior Audiologist or Senior Speech Pathologist.

MINIMUM QUALIFICATIONS: 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 and a Master's Degree in Communicative Disorders, Audiology or Speech Pathology.

AND: 1. A Certificate of Clinical Competence in Audiology or Speech Pathology issued by the American Speech, Hearing and Language Association;

AND: 2. Three (3) years of experience as an Audiologist or a speech pathologist;

AND: 3. One (1) year of supervisory experience.

SPECIAL REQUIREMENT:

Licensed and currently registered by the New York State Education Department as an Audiologist or a Speech Pathologist.