

## **Director of Children with Special Care Needs Tompkins County**

**Department:** Health Department

**Classification:** Competitive

**Labor Grade:** Management 89

**Approved:** Reclass 03/22/06 - title change.

**Revised:** 05/07; 8/16; 2/2023; 7/2023; 9/2023

**By:** RP, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

**(a) Possession of a Master's degree in Nursing, Public Health, Public Administration or other health related field AND two years of full-time paid (or the equivalent part-time) healthcare management or administrative experience; OR**

(b) Possession of a Bachelor's degree in nursing AND two years of **full-time paid (or the equivalent part-time)** experience as a Senior or Supervising Community Health Nurse; OR

(c) Possession of a Bachelor's degree in nursing, **Public Health, Public Administration or other health related field** AND four years of **full-time paid (or the equivalent part-time)** healthcare management or administrative experience; OR

(d) Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

1. All licensed nurse applicants must possess a valid New York State Registered Professional Nurse's license at the time of application and maintain such license and current registration for the duration of employment.
2. All applicants are required to possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment.
3. All licensed nurse applicants must possess current CPR certification (American Red Cross or American Heart Association) at the time of application and maintain such certification for the duration of employment.
4. All licensed nurse applicants must demonstrate completion of coursework or training in infection control approved by the NYS Department of Health and the NYS Education Department by providing a valid certificate at the time of application and maintain such certification for the duration of employment.
5. Please upload PDF copies of these documents when you apply. Failure to do so may result in a delay in the review and approval of your application.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional administrative position with responsibility for the administrative, professional and financial operations of the Children with Special Care Needs Division (CSCN) and encompassed programs. Incumbent in this class is required to have thorough knowledge of the regulatory requirements, guidelines and administration of the following programs: the New York State Department of Health (NYSDOH) Early Intervention Program, and the NYS Department of Education Preschool Special Education Program. The employee's external contacts may be with Legislators, other high-ranking officials and administrators, or heads of public or private agencies and involve important issues of public health policy and interagency cooperation. The Director of Children with Special Care Needs internal contacts will be across units within the department as well as across departments within the organization and will entail developing public health programs and coordinating activities. A high level of interpersonal

skill is necessary in order to persuade, motivate and influence people under adverse or tense conditions and to facilitate meetings and negotiations involving important and difficult public health issues. The employee exercises a high level of autonomy and independent judgment when carrying out the responsibilities of the position. Risk of injury or illness is minimal. The work environment has minimal exposure to disagreeable conditions and visual effort is moderate. The work is performed under the general direction of the Deputy Public Health Director with wide leeway allowed for the exercise of independent judgment. This position has direct responsibility for all personnel in the Children with Special Care Needs division, which is a major division of a large county department. The activities are performed under the supervision of the Deputy Public Health Director. This position works in conjunction with the Fiscal Administrator for the financial management, program decisions and dual supervision of support staff. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Plans, initiates and directs all programs within the CSCN Division – including but not limited to the Early Intervention Program; Preschool Special Education Program, the Children and Youth with Special Care Needs Program (CYSHCN);
- Supervises Community Health Nurses to ensure that every client receives services of a high quality and meets standards in accordance with NYSDOH and TCWH;
- Recommends the number, types of staff and supervision required to meet the Division's various program responsibilities;
- Recruits, contracts with and provides direct oversight and monitors regulatory compliance of contracted professional providers and agencies to provide the quality and quantity of services each program is required to provide to clients within their place of residence and /or community location of client choice;
- Develops, implements and monitors policies and standards for all Division services to ensure compliance with applicable local, state, and federal laws and regulations;
- Plans orientation and participates in training of new personnel and provides appropriate in-service education specific to meeting Division responsibilities;
- Develops procedures for systematic evaluation of Division programs;
- Reviews and compiles appropriate records and reports;
- Makes provisions for periodic and/or directly evaluates employee performance;
- Develops agreements and contracts where applicable to provide Division services or to secure services needed by the Divisions programs;
- Serves as Early Intervention Official Designee per Public Health Law;
- Communicates with media representatives as directed by the Deputy Public Health Director;
- Interprets agency services and policies to the general public, other health service providers and the recipients of all Division services;
- Develops, maintains and prepares budget data, cost study and grant applications and reports within State, Federal and County guidelines;
- Participates in all senior management program development within Tompkins County Whole Health including Strategic Planning activities.
- Participate in community organizations involving early childhood initiatives.

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

- Thorough knowledge of current NYSDOH regulations pertaining to the Early Intervention Program;
- Thorough knowledge of current NYS Department of Education regulations pertaining to the Preschool Special Education Program;
- Thorough knowledge of current NYS DOH Children and Youth with Special Health Care Needs programs;
- Thorough knowledge of current nursing practice and administration;
- Thorough knowledge of community organizations;
- Thorough knowledge of regulating agencies involved with early childhood programs and preschool programs;
- Working knowledge of typical and atypical development of the pediatric client and various developmental, medical and psychological evaluation and diagnostic assessments tools;
- Working knowledge of research methods;
- Ability to plan, organize and direct the activities of others;
- Ability to interpret existing and proposed Division programs for effectiveness;
- Ability to work cooperatively with others;
- Ability to communicate effectively;
- Ability to perform duties in accordance with ANA Code for Professional Nurses (for licensed nurses);

- Physical condition commensurate with the demands of this position.

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