

EARLY CHILDHOOD DIRECTION CENTER WORKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves gathering information about the needs of the disabled preschool children in order to match the need with services provided by agencies within a multi county area. The incumbent must have the ability to effectively interview both parents and agency representatives in order to acquire the necessary information. Work is performed under the general direction of the Director of Special Education. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews parents to get information pertaining to child's' disability;
Assesses the type of assistance a child would benefit from;
Corresponds with public and private social agencies in order to determine types of assistance available;
Corresponds with schools in order to coordinate transfers from agency assistance program to special school programs;
Refers parents to service agencies, which may benefit child;
Writes advertisements for radio and television to make public aware of services offered by the Early Childhood Direction Center;
Identifies goals and objectives;
Compiles statistical reports;
Write portions of grants;
Follows up on clients to determine if services were received and to facilitate delivery of further assistance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the characteristics and needs of disabled preschool children;
Good knowledge of community agencies, facilities and services, which can be utilized to aid disabled children;
Good knowledge of interviewing techniques and methods;
Working knowledge of the demographic area served by the Early Childhood Direction Center;
Ability to communicate effectively both orally and in writing;
Empathy toward disabled persons;
Integrity;
Initiative;
Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Completion of 60 credit hours from a regionally accredited or New York State registered college with coursework in Psychology, Sociology, Special Education, pre-school

EARLY CHILDHOOD DIRECTION CENTER WORKER - Contd.
education or a closely related field; OR

2

- B) Two years of full-time paid experience in a community or social service agency providing information or supportive services to clients; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.