

**Greene County Public Health**  
**Job Announcement: SERVICE COORDINATOR (HELP Program)**

**HOURLY RATE: \$28.45 (Grade 13, Step 0)**

***This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program.***  
***Appointment will mature into a permanent, Competitive position, without testing,***  
***upon the successful completion of a 52-week probationary period.***

The Service Coordinator serves as a contact for children and families in need of special services. The responsibility of this position is to work directly with families to coordinate or provide services for children and families with special needs. The incumbent serves as a resource for the parents, children, and community agencies regarding special needs programs available to County residents. The incumbent will work in the Early Intervention (EI), Child Find and Children and Youth with Special Health Care Needs (CYSHCN) Programs. These programs are provided under the auspices of the County's Public Health Department. The work is performed under the supervision of the Director of Services for Children with Special Needs and Supervising Registered Professional Nurse and in the Director's absence under the supervision of the Assistant Director of Services for Children with Special Needs. Does related work as required.

**MINIMUM QUALIFICATIONS:** All early intervention service coordinators are required to meet the following qualifications (10 NYCRR 69-4.4):

**A MINIMUM OF ONE OF THE FOLLOWING EDUCATIONAL OR SERVICE COORDINATION EXPERIENCE CREDENTIALS** (College transcripts must be provided):

- A.** Possession of a Bachelor's degree in a health or human service field\* and demonstrated knowledge of essential topics related to Early Intervention Service Coordination as defined in NYS EIP Regulations (10 NYCRR §69-4.4(a)) **\*\***; **OR**
- B.** Possession of an Associates degree in a health or human service field\* **and** two (2) year of service coordination/case management experience as delineated in Early Intervention Program regulation 10 NYCRR § 69-4.1, 4.6 and 4.7 (voluntary or part-time experience which can be verified will be accepted on a pro rata basis)\*\*\*; **OR**
- C.** Graduation from high school or possession of a high school equivalency diploma **and** four (4) years of service coordination/case management experience as delineated in Early Intervention Program regulation 10 NYCRR § 69- 4.1, 4.6 and 4.7 (voluntary or part-time experience which can be verified will be accepted on a pro rata basis)\*\*\*; **OR**
- D.** Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of service coordination/case management experience as delineated in Early Intervention Program regulation 10 NYCRR § 69- 4.1, 4.6 and 4.7 (voluntary or part-time experience which can be verified will be accepted on a pro rata basis)\*\*\* **and** two (2) additional years of experience in a service setting with infants and toddlers with developmental delays or disabilities; **OR**
- E.** Possession of a license, certification, or registration in one of the professions listed in 10 NYCRR § 69-4.1(al): audiologists; occupational therapy assistants; licensed practical nurses, registered nurses and nurse practitioners; licensed behavior analysts; certified behavior analyst assistants; low vision specialists; orientation and mobility specialists; vision rehabilitation therapists; occupational therapists; optometrists; physical therapists; physical therapy assistants; pediatricians and other physicians; physician assistants; psychologists; registered dieticians and certified dieticians/nutritionists; school psychologists; clinical and master social workers; special education teachers and teachers of students with disabilities, birth to grade two; speech and language pathologists; teachers of the blind and partially sighted, teachers of the blind and visually handicapped, and teachers of the blind and visually impaired; teachers of the deaf and hearing impaired and teachers of the deaf and hard of hearing; teachers of the speech and hearing handicapped and teachers of speech and language disabilities; and/or other categories of personnel as designated by the Commissioner.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

\* Health and human services includes social work, psychology, gerontology, vocational and/or psychological counseling, occupational therapy, physical therapy, speech therapy, therapeutic recreation, childcare, mental health, public health administration, public health education, nursing, developmental disabilities, learning disabilities, early childhood education, early childhood development, and/or or working with the elderly or terminally ill.

\*\* Demonstrated knowledge as defined in NYS EIP Regulations (10 NYCRR §69-4.4(a)) includes the following areas: Infants and toddlers who are eligible for early intervention services, State and federal laws and regulations pertaining to the EIP; Principles of family centered services; The nature and scope of services available under the EIP and the system of payments for services in the State; Other pertinent information.

\*\*\* Service coordination is defined in Early Intervention Program (EIP) regulation 10 NYCRR 69-4.1(2)(xii) as "assistance and services provided by a service coordinator to enable an eligible child and the child's family to receive the rights, procedural safeguards and services that are authorized to be provided under the Early Intervention Program." Early intervention service coordination combines the traditional case management activities of organizing and coordinating needed services with the philosophy of family-centered care. A total of 24 months of experience equals two (2) years of service coordination activities. Examples of places where relevant Service Coordination experience might be gained are:

- A governmental sponsored program such as the early intervention program
- Office of Mental Health (OMH)
- Office for People with Developmental Disabilities (OPWDD)
- Office of Children and Family Services (OCFS)
- Medicaid Health Home
- A community setting such as a hospital, shelter, head start, preschool, or volunteer organization such as the March of Dimes or Easter Seals
- Parent or guardian of a child with a disability/developmental delay

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at time of appointment and this license must be maintained throughout employment.
2. At the time of appointment proof of registration/licensure by the New York State Department of Education is required in addition to a copy of applicant National Provider Identification Number (NPI).

Submission of a Greene County employment application and college transcript is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

**Applications can be obtained at:** <https://greenecountyny.gov/wp-content/uploads/2025/09/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or [hr@greenecountyny.gov](mailto:hr@greenecountyny.gov).

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.