

Personnel and Civil Service

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NOTICE OF VACANCY

EARLY INTERVENTION SERVICE COORDINATOR (HELP Program)

Date of Issue: 09/17/25. This is a professional position in the Public Health Department involving responsibility for providing assistance to parents of infants and toddlers with developmental delays in order to access early intervention services. The incumbent provides service coordination to children with special needs, age birth to thirty-six months and their families. The incumbent facilitates the development of a plan of care, which identifies and coordinates services from appropriate agencies and individuals that are needed for client and family. The incumbent works under the general supervision of the designated Early Intervention Official, with leeway allowed for the exercise of independent judgment. Supervision is not a function of the position. The incumbent does related work as required.

The title of Early Intervention Service Coordinator is **Non-Competitive***, requiring applicants to meet the minimum qualifications established for the position. A criminal background check** is required.

Status: Permanent, Probationary
Work Hours: Full time, 35-hour workweek
Salary: \$49,378 (CSEA SG X); benefit package available including: health, dental, and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Public Health Department

MINIMUM QUALIFICATIONS: Graduation from High School or possession of an equivalency diploma and **EITHER:**

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Early Childhood Education, Psychology, Sociology, Nursing, or closely related health or human service field; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree as indicated in (a) and one (1) year of full-time or equivalent part-time and/or volunteer work experience in case management, social work, nursing, teaching, or closely related field; **OR**
- c. Two years of full-time (or equivalent part-time and/or volunteer) work experience as indicated in (b); **OR**
- d. One year of full-time (or equivalent part-time and/or volunteer) work experience as indicated in (b) and one year of full-time (or equivalent part-time and/or volunteer) work experience in a service setting with infants and toddlers with developmental delays or disabilities.

Special Requirements:

- Participation in introductory service coordination training pursuant to Section 69-4.4 of Article 25 of the New York State Public Health Law;
- Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work;
- Must be available in the event of a public health emergency.

Apply online: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until the position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

**This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*

***Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records*