

EARLY CHILDHOOD & PARENTING SPECIALIST

Code No. 3-18-308

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position in the City School District involving administering and coordinating the Equal Start Program. The employee coordinates services and provides direct counseling to teenage parents and pregnant teens ensuring they receive the proper care and assistance enabling them to remain in school. The work is performed under the general supervision of an administrator. The employee may supervise clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.):

Provides intake and needs assessment of program participants;

Counsels program participants on available community services, proper health care, and the importance of remaining in school;

Creates a personal development plan for all program participants and monitors progress;

Coordinates service delivery between various community, health care, social agencies and the school system to ensure the provision of related services to program participants;

Coordinates communication and information flow between the program participants and community agencies and organizations;

Contacts agencies and services, makes home, hospital, child care or school visits as appropriate;

Maintains case records, schedules case conferences;

Controls budget, ensuring expenditures are in compliance with funding requirements;

Serves as liaison between the school, program, home, and community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of adolescent psychology and early childhood development; good knowledge of the principles and practices of adolescent counseling; working knowledge of youth rights and laws; good knowledge of the personal and social adjustment

problems of teenage parents and pregnant teens; good knowledge of community and human service agencies available to assist teenage parents and pregnant teens; administrative ability; organizational ability; ability to control and monitor a budget; ability to effectively counsel program participants; ability to communicate effectively both orally and in writing; ability to work with and relate effectively to a culturally diverse population; good judgment; health commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Social Work, Education, Public Health Administration, Psychology, Nursing or closely related human services field plus, EITHER;

(A.) Two (2) years of paid full-time or its part-time equivalent experience in professional youth services work* involving counseling** and managing youth advocacy program activities, OR;

(B.) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work, Public Health Administration, Counseling, or closely related human services field plus one (1) year of experience as described in (A).

NOTE: *Youth service work shall be defined as organized programs aimed at youth which are typically operated by youth bureaus, character building organizations, churches, and social service organizations that are mainly concerned with delinquency prevention and social growth. It does not include classroom teaching (or similar activities which are essentially academic in nature) nor organized athletics.

**Counseling work includes only professional experience involving all the following: conducting in-depth interviews with individuals in dealing with personal or social problems; assessing social, family or other problems of an individual; providing direct counseling or referral in order to overcome problems; performing following-up evaluations of individual progress.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: **July 26, 1990**