

FULTON COUNTY PUBLIC HEALTH DEPARTMENT
ANNOUNCES THE FOLLOWING:

**CHILDREN'S SERVICES PROGRAM SPECIALIST
(HELP PROGRAM)**

**FULTON, HAMILTON, HERKIMER, MONTGOMERY OR SARATOGA
COUNTY RESIDENCY IS REQUIRED**

This is a permanent vacancy in the Fulton County Public Health Department.

**This is a non-competitive position.
No civil service examination required for appointment.**

2026 Salary: \$29.70

Typical Work Activities:

Accepts referrals for early intervention and children with special health care needs;
Assists families in determining needs and provides information and referrals regarding services available for children;
Responsible for the development and implementation of service plans as part of a team;
Counsels and advocates for families of children with special health care needs regarding programs and other services;
Utilizes community resources to meet individual and family needs;
Maintains detailed records of the needs of individual children and families;
Maintains regular contact with each family served;
Responsible for follow ups and monitors activities of services obtained and coordinated;
Establishes and maintains effective working relationships with medical and allied professions, hospitals, health agencies and social support human services agencies in the community;
Interprets program policies and procedures to families, vendors, providers and agencies in the community;
Attends Committee of Preschool Special Education meetings and participates in quality assurance reviews;
Provides support services for county residents and staff during emergency response in public health including obtaining information from contacts, data entry, following up on issues, delivering letters, supplies and equipment and other related duties as assigned;
May participate in the development of policies and procedures;
May supervise clerical staff when agency organization necessitates.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in health services, human services or a closely related field; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in health services, human services or a closely related field and two years of service coordination experience in a setting with infants and toddlers with developmental delays or disabilities; or; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Certain assignments given to employees in this class will require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

A copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

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/U.S. 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.

**Applications should be filed with the
Fulton County Personnel Department
1 East Montgomery Street
Johnstown NY 12095
(518) 736-5574**

They can be found on our website at www.fultoncountyny.gov.