



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

COORDINATED CHILDREN'S SERVICES PROGRAM SPECIALST (HELP PROGRAM)

SALARY: \$54,081

DEPARTMENT: PUBLIC HEALTH

LAST FILE DATE: 9/5/2025

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position within the Coordinated Children's Services Program (CCSP), a program within the Public Health Department. The Coordinator of the CCSP directly supervises the position. The position involves shared responsibilities within the Preschool Special Education (PSE), Early Intervention (EI), Physically Handicapped Children (PHC), and Children with Special Health Care Needs (CHCN) Programs. The incumbent performs initial and ongoing service coordination activities and assigned Local Early Intervention Coordinating Council (LEICC) functions within the EI Program; serves at the discretion of the Coordinator of the CCSP as a municipal representative on the Committee on Preschool Special Education (CPSE) within the PSE Program; and performs case management/coordination services within the PHC, PSE and CHCN programs respectively.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Either:

- A. Bachelor's Degree in social work, nursing (4 year degree), human services or a closely related field and two years of full time paid experience or its part time equivalent, in providing service coordination or working with infants, toddlers or preschoolers;
- B. Associate's Degree in social work, nursing (2 year degree), human services or a closely related field and four years of experience as described in A above; or
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

Note: Degree(s) awarded must have been received from a regionally accredited or New York State college or university. A degree in a "Human Services Field" includes, but not limited to, psychology, special education, social welfare, sociology, occupational or physical therapy, counseling, and community mental health.

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.