



Posting Date: November 24, 2025

THE COLUMBIA COUNTY
HEALTH DEPARTMENT

IS NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

**One (1) Full Time
EARLY INTERVENTION
SENIOR SERVICE COORDINATOR**

Provisional
Pending Full Board Approval
GRADE 16 - \$66,252

MINIMUM QUALIFICATIONS:

- A.) Graduation from a regionally accredited NYS registered college with a Bachelor's Degree in a Health or Human Services field* **OR**
B.) Graduation from a regionally accredited NYS registered college or university with an Associates Degree in a health or human services field* and two (2) years of service coordination or case management experience. **OR**
C.) An equivalent combination of training and experience as outlined in (A) and (B) above.

*For the purpose of qualifying for these titles a "human services field" includes social work, psychology, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation or recreation therapy, counseling, community mental health, child and family studies, or speech and hearing.

SPECIAL REQUIREMENT: Possession of a valid NYS Motor Vehicle Operator's license at the time of appointment.

CIVIL SERVICE TESTING REQUIREMENTS:

There is a testing requirement for this position.

Please submit a letter of interest and application/resume to:

Victoria McGahan, Public Health Director
Columbia County Dept of Health
325 Columbia Street Suite 100
Hudson, NY 12534, 518-828-3358
ccdoh@columbiacountyny.gov

Deadline for Applications:

December 16, 2025



Posting Date: November 24, 2025

THE COLUMBIA COUNTY
HEALTH DEPARTMENT

IS NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

One (1) Full Time
EARLY INTERVENTION SERVICE COORDINATOR
Permanent (*HELP Program*)
Pending Full Board Approval

2025 Salary
Grade 15 - \$62,215

MINIMUM QUALIFICATIONS:

- A.) Graduation from a regionally accredited NYS registered college with a Bachelor's Degree in a Health or Human Services field*; **OR**
B.) Graduation from a regionally accredited NYS registered college or university with an Associates Degree in a health or human services field* and two (2) years of service coordination or case management experience; **OR**
C.) An equivalent combination of training and experience as outlined in (A) or (B) above.

* For the purpose of qualifying for these titles a "human services field" includes social work, psychology, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation or recreation therapy, counseling, community mental health, child and family studies, or speech and hearing.

SPECIAL REQUIREMENT

Possession of valid NYS Driver's license at the time of appointment and throughout time of employment.

CIVIL SERVICE TESTING REQUIREMENTS:

There is no Civil Service testing requirement for this position (*HELP Program**)

**For questions, please contact Columbia County Civil Service at 518-828-6622*

Please submit a letter of interest and application/resume to:

Victoria McGahan, Public Health Director
Columbia County Dept of Health
325 Columbia Street Suite 100
Hudson, NY 12534, 518-828-3358
Email: ccdoh@columbiacountyny.gov

Deadline for Applications: **December 16, 2025**

NYS quals for Service Coordinators

69-4.4 Qualifications of service coordinators.

(a) All early intervention service coordinators shall meet the following qualifications:

(1) a minimum of one of the following educational or service coordination experience credentials:

(i) two years experience in service coordination activities as delineated in this Subpart (voluntary or part-time experience which can be verified will be accepted on a pro rata basis); or,

(ii) one year of service coordination experience and an additional year of experience in a service setting with infants and toddlers with developmental delays or disabilities; or,

(iii) one year of service coordination experience and an Associates degree in a health or human service field; or

(iv) a bachelors degree in a health or human service field; or

(v) a license, certification, or registration in one of the professions listed in section 69-4.1(al) of this Subpart.

(2) demonstrated knowledge and understanding in the following areas:

(i) infants and toddlers who may be eligible for early intervention services;

(ii) State and federal laws and regulations pertaining to the Early Intervention Program;

(iii) principles of family centered services;

(iv) the nature and scope of services available under the Early Intervention Program and the system of payments for services in the State; and,

(v) other pertinent information.

(b) Service coordinators shall participate in the introductory service coordination training session sponsored or approved by the Department of Health within four weeks following direct or contractual employment as an early intervention service coordinator or Department approval, whichever is earlier, and such training shall be completed, documented and submitted prior to furnishing services.

(1) Employees of approved agency providers shall submit documentation of participation in the introductory service coordination training to their employers for retention in their personnel record.

(2) Individual service coordinators must submit documentation of their participation in introductory service coordination training to the Department of Health for retention with their approved application to deliver service coordination services.

(3) Failure to participate in the introductory service coordination training sponsored or approved by

NYS quals for Service Coordinators

the Department of Health may result in the disqualification as a provider of service coordination services in accordance with procedures set forth in Section 69-4.17(i).

l) Qualified personnel are those individuals who are approved as required by section 69-4.5 of this Subpart and under contract with or employed by approved agency providers who deliver services to the extent authorized by their licensure, certification or registration to eligible children and have appropriate licensure, certification, and/or registration, as applicable, in the area in which they are providing services, including:

- (1) audiologists;
- (2) occupational therapy assistants;
- (3) licensed practical nurses, registered nurses and nurse practitioners;
- (4) licensed behavior analysts;
- (5) certified behavior analyst assistants;
- (6) low vision specialists;
- (7) orientation and mobility specialists;
- (8) vision rehabilitation therapists;
- (9) occupational therapists;
- (10) optometrists;
- (11) physical therapists;
- (12) physical therapy assistants;
- (13) pediatricians and other physicians;
- (14) physician assistants;
- (15) psychologists;
- (16) school psychologists, only through June 30, 2024;
- (17) clinical and master social workers;
- (18) licensed mental health counselors;
- (19) licensed marriage and family therapists;
- (20) licensed psychoanalysts;
- (21) licensed creative arts therapists;
- (22) registered dietitians and certified dietitians/nutritionists;
- (23) special education teachers and teachers of students with disabilities, birth to grade two;
- (24) speech and language pathologists;

NYS quals for Service Coordinators

(25) teachers of the blind and partially sighted, teachers of the blind and visually handicapped, and teachers of the blind and visually impaired;

(26) teachers of the deaf and hearing impaired and teachers of the deaf and hard of hearing;

(27) teachers of the speech and hearing handicapped and teachers of speech and language disabilities; and,

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

Qualified candidates must be able to demonstrate good knowledge and understanding in 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;