

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES POSITION DESCRIPTION

Position Title: **Early Intervention Service Coordinator**

Department: Children's Program

Location: 128 South Main Street, New Lexington, OH 43764

Supervisor: Children's Program Director

Normal Working Hours: 8:00AM – 4:00PM, Monday through Friday. May be required to flex schedule, but not routinely work more than 40 hours per week.

FLSA Status/Classification: Non-exempt, Overtime Eligible, Classified Civil Service

Salary Range: Range 8: \$13.00 – \$25.54

Safety-sensitive: No

SUMMARY

Under the general supervision of the Children's Program Director, the Early Intervention Service Coordinator (EISC) serves as the main point of contact for children ages 0-3 who have been determined eligible for services through the Perry County Board of Developmental Disabilities (PCBDD). The EISC is primarily responsible for planning, organizing, and overseeing the implementation of early intervention services needed by children and their families.

MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE

- Completion of Associate's degree in a field related to working with infants or toddlers, children with disabilities, or families.
- Obtain and maintain the Ohio Department of Development Disabilities Service Coordinator Credential
- Acquire and maintain Board approved First Aid and CPR certification
- Valid driver's license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position.
- Minimum of twelve months experience working with infants, babies, toddlers.
- Preferred experience working with children with developmental disabilities.

KNOWLEDGE / SKILLS / ABILITIES

Knowledge of:

- Infant/toddler growth and development, family dynamics, disabilities and risk factors
- Community resources
- Individual Family Service Plan development, implementation, content, and functional outcomes

Skills in:

- Computer literacy and basic data entry including but not limited to: Microsoft Office products including Word and Excel
- Making positive connections and building trusting relationships with children and adults

Abilities to:

- Communicate effectively in a clear and concise manner, both written and oral, with co-workers, colleagues, supervisors, children, and adults
- Handle sensitive information and maintain and follow policies and rules regarding confidentiality
- Comply with professional ethical standards, maintain professional decorum, and in a professional manner in family homes
- Work cooperatively with the child’s team to transition children from early intervention to preschool special education, or other desired services
- Assess levels of safety, both personal and child’s, in all home environments
- Adhere to Ohio’s Mandated Reporting requirements in accordance with Ohio Revised Code

PROBATIONARY PERIOD

300 days

WORKING CONDITIONS

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 50% in office, 50% travel, home visits, and meetings. Telecommuting possibility. Expected to work as scheduled. Regular and predictable attendance and performance is an essential function of the position.

Work Pace – Normal working hours are 40 hours per week, typically Monday through Friday, as assigned by supervisor. Daily schedule must be flexible with the availability to work outside normal business hours, as necessary to accommodate family schedules, including evenings.

Physical Demands – Position requires long period of sitting with brief periods alternating between standing and walking. The time periods of sitting routinely involve the use of a personal computer. May need to physically lift, carry, or move children.

POSITIONS SUPERVISED

None

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

60% In accordance with OAC 3701-8-07.1 (D) (1-9): Shall act as single point of contact for Early Intervention service coordination; explain activities to families; provide families with rights and obtain consents; assist family in gaining access to and coordination of the provision of EI services; coordinate evaluations and assessments; facilitate and participate in the development, implementation and review of IFSP’s; facilitate and monitor EI services as part of a Primary

Service Provider team; coordinate funding sources for EI as needed; facilitate the development of a transition plan.

- 35% Maintain required documentation and records for children and families in case files and the Early Intervention Data System. Exercise ethical judgment in regard to maintaining strict confidentiality with child records and family information.
- 5% Serve on committees, as requested. Attend conferences, workshops, seminars and meetings designed to enhance professional growth as permitted and/or requested by the administration. Complete all required on-going trainings for certification. Perform other duties as requested.

DECLARATION

As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position, and to the best of my knowledge, I believe I can perform these duties.

Signature

Date