

601 Senior Drive, New Lexington, Ohio 43764  
**Phone:** 740-342-3542  
**Fax:** 740-342-1081

**TITLE: EARLY CHILDHOOD SERVICE COORDINATOR**

<b>DEPARTMENT:</b> Children’s Program	<b>POSITIONS SUPERVISED:</b> None
<b>LOCATION:</b> 601 Senior Center Drive, New Lexington	<b>SALARY RANGE:</b> Range 9 Starts at \$16.52 per hour
<b>SUPERVISOR:</b> Children’s Program Director	<b>FLSA STATUS:</b> Non-exempt, Overtime Eligible
<b>NORMAL WORKING HOURS:</b> 8:00 AM-4:00 PM, Monday through Friday. May be required to flex schedule, but not routinely work more than 40 hours per week. Daily schedule must be flexible with the availability to work outside normal business hours to accommodate family schedules, including evenings.	<b>CLASSIFICATION:</b> Classified Civil Service
<b>PROBATIONARY PERIOD:</b> 300 days	<b>SAFETY SENSITIVE:</b> Yes

**SUMMARY OF POSITION:**

The Early Childhood Service Coordinator (ECSC) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

Under the general guidance and supervision of the Children’s Program Director, the ECSC serves as the primary point of contact for children birth to five years of age who have been determined eligible for services through the PCBDD. The ECSC is primarily responsible for service coordination through plan development and oversight to implement and maintain child and family-centered early intervention and early childhood services and supports across multiple systems and resources.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Successful candidates must meet these requirements; reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

- Associate’s degree in a field related to working with infants or toddlers, children with disabilities, or families and/or eligible for Service and Support Administration certification (or grand-fathered) per Ohio Administrative Code rule
- Eligible to obtain and maintain the Ohio Department of Development Disabilities (DODD) Service Coordinator Credential
- Strong organizational style with positive application of effective organizational and time management skills
- Minimum of one year experience working with children birth through age five; preferred experience working with children with developmental disabilities

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- Strong computer and technology experience including the use of Microsoft Office 365, web-based applications, and various technology systems.
  - Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position.
  - Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information

## **KNOWLEDGE, SKILLS, ABILITIES:**

### Knowledge of:

- Applicable local, state, and federal laws, rules, policies, and guidelines pertaining to people with disabilities, specifically related to service and support administration
- Person-centered philosophy and principles
- Social work or related principles, practices, and techniques, including developmental disabilities technology and rehabilitations
- Infant/toddler growth and development, family dynamics, disabilities, and risk factors
- Local systems and community resources involved with supporting children and families. This includes working relationships with schools, mental health agencies, therapists, medical providers, respite and childcare, extra-curricular opportunities, other local service agencies)
- Individual Family Service Plan development

### Skills in:

- Human relations, making positive connections, building trusting relationships with children and adults, and establishing positive rapport and maintaining harmonious relationships
- Computer literacy and technology, including use of Microsoft Office 365, web-based applications, and various technology systems
- Organizing, coordinating, and facilitating meetings
- Leading and managing a team of professionals to maximize services and supports provided to children and families, collaborate with other resources
- Active listening and problem solving

### Abilities to:

- Communicate effectively in a clear and concise manner, both written and oral, with co-workers, colleagues, supervisors, children, and adults
- Acquire and maintain First Aid and CPR certification
- Comply with ethical and professional standards at all times
- Work cooperatively with the child's team to transition children from early intervention to preschool special education, or other desired services
- Effectively and efficiently define problems, collect data, establish facts and draw valid conclusions
- Demonstrate sensitivity, respect, and dignity for diverse populations
- Maintain proper organizational systems to prioritize and meet deadlines
- Work independently to manage various priorities, meet deadlines, and perform multiple tasks simultaneously
- Generate and maintain effective records and documentation, as necessary

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- Assess levels of safety, both personal and child's, in-home and other service environments
  - Adhere to Ohio's Mandated Reporting requirements in accordance with Ohio Revised Code
  - Demonstrate sensitivity, respect and dignity for diverse populations
  - Comply with the Bill of Rights for people with disabilities and Parent's Rights in the HMG EI system

## **EXPECTATIONS & 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% home visits, meetings, and other remote work commitments. Regular and frequent travel necessary to support work responsibilities. Routine travel is necessary requiring up to 1-2 hours in the course of the workday being spent traveling in a motor vehicle. May be required to travel out of county. Responsibilities and expectations are performed in a fast-paced, high functioning, and emotionally demanding work environment.

*Time Management / Work Pace* – Evaluate and prioritize tasks to maximize efficiency. Impose self-discipline to prevent wasted time in non-productive activities. Work Pace is directed and designated by worksite, caseload, or department needs requiring the ability to be self-motivated to plan and organized time and adhere to mandated timelines. May need to exercise flexibility to accommodate varying schedules with the Children's Program Department. Regular, predictable, and punctual attendance is an essential function of the position. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

*Physical Demands* – Requires sitting for periods of time, alternating between standing and walking. Significant time may be spent in front of a computer screen. May carry laptop, presentation materials, and other necessary supplies not to exceed 50 lbs.; physical labor may be required. Vocal communication is required. Visual acuity is required for preparing and analyzing written work or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions.

*Problem Solving / Decision Making* – Work with a proactive approach staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems. Utilize a combination of the PCBDD mission, vision, values, strategic plan, and applicable rules, regulations, and policies as a foundation for decision making.

*Communication* – Promote a welcoming and eager-to-serve atmosphere. Maintain open and respectful communication exercising professionalism as a representative of PCBDD in all external and internal communications, both written, oral, and in-person. Employ conscientious listening skills to truly understand the needs and wants of people, families, staff, providers, and the community.

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*Teamwork* – Work collectively with all members of the team as a cohesive unit. Take initiative to lead while supporting and utilizing the individual strengths of each member. Provide and accept constructive criticism in a respectful manner. Work to promote the PCBDD philosophy and mission always.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **55% PLANNING AND COORDINATION**

#### *Requirements for children ages 0-3 (35%)*

Oversee and facilitate completion of the family assessment. Complete service coordination in accordance with OAC 3701-8-07.1 (D) (1-9). Act as single (and often initial PCBDD) point of contact with families for children age birth to five years. Explain program(s) eligibility and applicable services and supports available. Provide families with rights and obtain consents. Coordinate evaluations, assessments, and other necessary program services and supports. Work with the Primary Service Provider (PSP) team to identify, develop, and deploy the family's functional outcomes.

Review functional outcomes within the Individual Family Service Plan (IFSP). Support IFSP accountability efforts with the family.

Facilitate and monitor Early Intervention (EI) services as part of the PSP team approach. Coordinate EI funding sources. Facilitate, lead, and initiate the development of the transition plan on behalf of the PSP team. Work with the family and Local Education Agency (LEA) to implement services specified in the ISP.

#### *Adhere to different requirements for children ages 3-5 (20%)*

Develop one-page family plans. Participate in the development, implementation, accountability, and regular review of family plans.

Complete listening and learning activities quarterly with the family for children ages birth to five years.

Complete referral for Children's Ohio Eligibility Determination Instrument (COEDI) to identify necessary transition services and supports prior to the child's sixth birthday.

### **40% DOCUMENTATION AND RECORDS**

Maintain required documentation, case notes, and records for children and families including but not limited to email and written correspondence, planning documents, budgets and funding costs, and all records and documentation related to unusual incidents, major unusual incidents, prevention plans, and mandated reporting incidents.

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Utilize the Britico and Early Intervention Data System (EIDS) for documentation and case noting. Exercise ethical judgment to maintain confidentiality with child records and family information. Record progress through case notes, follow up communication, and timeline tracking.

Complete applicable case noting activities and forms based on child and family. Complete billing activities as directed by funding source. Complete System of Payments (SOP) for billing for EI services, as applicable.

**5% MISCELLANEOUS**

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 an employee of the Perry County Board of Developmental Disabilities, the job incumbent shall acknowledge, understand, and comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all people 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.

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Signature

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Date