

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



INTERNAL POSTING ONLY

INTERVIEWS ARE SCHEDULED FOR CANDIDATES WHO BEST MEET POSITION REQUIREMENTS.

POSTING EFFECTIVE DATE: December 6, 2022

POSTING REMOVAL DATE: December 16, 2022

EARLY CHILDHOOD SERVICE COORDINATOR

Under the general guidance and supervision of the Children’s Program Director, the Early Childhood Service Coordinator (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 support across multiple systems and resources.

SUPERVISOR

Children’s Program Director

QUALIFICATIONS

- 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
- 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
- See position description for more details

SALARY & STATUS

- Position is classified civil service, non-exempt, overtime eligible
- Salary range begins at \$ 16.52 per hour
- Experience and education considered for range placement

PRIMARY LOCATION

PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764

SCHEDULE

- Full-time, 40-hour work week; flexible daily schedule
- Routinely work Monday through Friday, hours may vary and may require work outside normal business hours

APPLICATION PROCESS

Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at j.stroup@perrydd.org. Access internal Form ADM 114 Position Vacancy to submit formal interest.