



Allen County Board of
Developmental Disabilities

The mission of the Allen County Board of Developmental Disabilities is to:

- Reduce Barriers
- Ensure Supports
- Expand meaningful community involvement.

NOTICE OF AVAILABLE POSITION

POSITION TITLE: (P/T) Early Intervention Service Coordinator

SALARY RANGE: \$17.60 - \$21.67 per hour

DUTIES: Provides Service Coordination and advocacy for children birth to three, their families and pregnant women.

Responsible for caseloads ranging from 25-50 individuals.

Facilitates and participates in the Individual Family Service Plan (IFSP) development and review utilizing evidence based early intervention best practice principals.

Develops and implements a yearly schedule of developmental screenings, evaluations, family assessments, Child Outcome Summaries, Transition Plan and IFSP review. Participates effectively in interdisciplinary team process.

Accurately prepares or completes necessary forms, correspondence, case notes specific to the funding source, and other reports/plans as required. Case notes shall clearly document services provided and follow up required. May be required to assist in data collection.

Serves as the single point of contact of the Interdisciplinary team for families and children, maintains and fosters communication with the family and other members of the interdisciplinary team to assure needs of the families/children are being met.

Coordinate and monitors all services indicated in the IFSP to ensure services are in compliance with local, state and federal regulations.

Advocates for the child and family's rights and needs. Assists parents in gaining access to services including making referrals to other social service agencies as needed. Identifies and utilizes natural and community supports. Explains activities before parental consent is sought and provides parents with copy of rights and procedural safeguards.

Perform other related duties as required. (i.e. Assist with weekly Family PLAYTIME)

ADMINISTRATIVE OFFICES

2500 Ada Road
Lima, OH 45801-3340
(419) 221-1385
Fax: (419) 221-1296

Theresa M. Schnipke
Superintendent
tschnipke@acbdd.org

Martha J. Nance
Director of Business
mnance@acbdd.org

Christine Calvelage
Human Resources Manager
ccalvelage@acbdd.org

Kristy Schweingruber
Service and Support
Administration Director
kschweingruber@acbdd.org

Jana McVetta
Director of Quality and
Support Services
jmcvetta@acbdd.org

CHILDRENS SERVICES

Peggy Cockerell
Director of Education
pcockerell@acbdd.org

2550 Ada Road
Lima, OH 45801-3340
(419) 221-1262
Fax: (419) 225-5184

Barb Blass
Early Childhood
Coordinator-HMG Contract
Manager
bblass@acbdd.org

www.acbdd.org



QUALIFICATIONS:

Bachelor's Degree

Two years of experience working with children birth to five preferred.

CPR/First Aid Training

License in one of the following: counseling, early childhood education when licensed for ages three through eight, grades kindergarten through third, or special education; early intervention; hearing impairment intervention; medicine; nursing; occupational therapy; physical therapy; psychology; psychiatry; social work; speech-language pathology; visual impairment intervention; or a professional license to diagnose and treat mental and emotional disorders.

Required to obtain the Help Me Grow Service Coordinator Credential 1

Ability to assess service delivery and communicate effectively with providers.

Knowledge of local community resources and social systems serving children birth to five.

Ability to write articulate correspondence and communicate clearly both orally and in writing.

Ability to mediate differences and obtain resolution to conflict situations.

Ability to relate to children and families in a supportive manner.

Knowledge of infant/toddler growth and development.

Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.

Must provide proof of liability insurance on personal vehicles.

Receipt of acceptable criminal background checks from the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI).

Complete with honesty and seriousness, a self-evaluation each year according to Board Policies.

Serve on committees as assigned.

Attend in-service training as required.

Perform other duties not listed in Section B as assigned by my supervisor.

QUALIFICATIONS (cont):

May be exposed to hazardous conditions such as: communicable diseases, physical assault, road conditions caused by inclement weather, etc.

Must be physically capable to lift, carry, and move individuals served, including children, adolescents, and adults in a safe manner, according to in-service training.

Must actively promote teamwork and good public relations in my interactions with individuals served, parent/families, parent organizations, fellow employees, advocates, community organizations, service providers, all other DD industry agencies & the general public.

Must make positive contributions which promote the achievement of the Allen County Board of Developmental Disabilities and Marimor School mission and goals to facilitate a positive working environment.

Must abide by all policies and procedures of the Allen County Board of Developmental Disabilities.

RESPONSIBLE TO: Early Childhood Coordinator

HOURS: Flexible – 29 hours per week

CONTACT: Chris Calvelage, Human Resource Manager
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385, Ext. 1247

DATE POSTED: June 28, 2017

**FINAL DATE FOR
ACCEPTING
APPLICATIONS:** Until Filled

**APPLICATION/
TRANSFER
PROCEDURE:**

****Persons presently employed by this agency must submit an *Application for Internal Job Posting*.**

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resources Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER / DRUG FREE WORKPLACE