

## NOTICE OF AVAILABLE POSITION

**POSITION TITLE:** Early Intervention Service Coordinator

**SALARY RANGE:** \$36,600 - \$56,360

**POSITION  
DESCRIPTION:**

Provides Service Coordination and advocacy for children birth to three, their families and pregnant women. Responsible for caseloads ranging from 50-70 individuals.

**DUTIES:**

1. Facilitates and participates in the Individual Family Service Plan (IFSP) development and review evidence based early intervention best practice principals.
2. 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.
3. 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.
4. 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.
5. Coordinate and monitors all services indicated in the IFSP to ensure services are in compliance with local, state and federal regulations.
6. 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.
7. Perform other related duties as required.

**RESPONSIBLE TO:** Early Childhood Supervisor

**HOURS:** Flexible

- QUALIFICATIONS:**
1. Bachelor's Degree
  2. Over one year through three years of experience working with children birth to five preferred.
  3. CPR/First Aid Training
  4. Ability to assess service delivery and communicate effectively with providers.
  5. Knowledge of local community resources and social systems serving children birth to five.
  6. Ability to write articulate correspondence and communicate clearly both orally and in writing.
  7. Ability to mediate differences and obtain resolution to conflict situations.
  8. Ability to relate to children and families in a supportive manner.
  9. Knowledge of infant/toddler growth and development.
  10. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
  11. 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.
  12. Required to obtain the Help Me Grow Service Coordinator Credential 1
  13. 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.
  14. Must provide proof of liability insurance on personal vehicles.

**CONTACT:** Chris Calvelage, HR Director  
Allen County Board of Developmental Disabilities  
2500 Ada Road  
Lima, OH 45801  
(419) 221-1385

**DATE POSTED:** May 29, 2019

**FINAL DATE FOR  
ACCEPTING APPLICATIONS:** June 4, 2019

**\*\*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 Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or [hr@acbdd.org](mailto:hr@acbdd.org).

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