

**Children's Friend and Service
Job Description**

10 for Service Coordinator Level II

Position: Early Intervention Service Coordinator, Level II

Reports to: Early Intervention Supervisor

Qualifications: Highest degree applicable to the profession/discipline such as Masters in Social Work, BA in Early Childhood Education or Special Education or any Master's degree in a related field. 2 years experience working with young children, preferably children with special needs. Must have driver's license, automobile, and appropriate insurance levels. Must provide documentation showing proof of all medical clearance and immunization requirements. Must maintain CPR and first aid training.

Job Responsibilities

1. To help families promote the healthy growth and development of their child through teaching, modeling, and encouraging developmentally appropriate activities to ensure the goals of infants and toddlers as stated in a family's IFSP.
2. Plan, schedule, and provide family-centered services for assigned caseload. Maintain confidential client files and complete all documentation in a professional manner and within established program time frames.
3. Facilitate and participate in program procedures including intakes, evaluations, program services, and the development and review of Individualized Family Service Plans.
4. Coordinate service delivery including those with outside consultants and practitioners as well as agency collaboration and communication to facilitate coordinated services for early intervention children and families.
5. Coordinates transition plans for children and their families leaving Early Intervention.
6. Constructively use formal and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in supervision and team meetings.
7. Interact effectively and respectfully with staff and families, particularly with individuals whose backgrounds and life experiences are different from one's own.
8. Meets established productivity standards for direct service.
9. Implement Early Intervention services that conform to all federal, state and agency standards.

10. Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend's core training program) as well as participating in a minimum of 12 hours per year of training with a focus on working with young children with disabilities and their families.
11. Contribute to the overall success and quality of the program through working constructively and collaboratively with other staff members to address specific programmatic needs as well as agency wide issues and needs.
12. Other duties as assigned.

I have read the above list of duties pertaining to my position, and agree to adhere to the policies and procedures of Children's Friend and Service.

Employee Signature

Date

Updated 05-01-2016 (MEL)