

**Jefferson County**  
**Position Description**

**Name:****Department:** Human Services**Division:** Child and Family**Position Title:** Early Intervention  
Service Coordinator**Pay Grade:** 4      **FLSA:** Non-exempt**Date:** August 2020**Reports To:** Deputy Director

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**Purpose of Position**

The purpose of this position is to coordinate and arrange Early Intervention Program services to families with limited or no English proficiency as well as English speakers, and to transition the families to an appropriate setting after meeting family outcomes or the child's third birthday. This position will also support PPS data collection to meet State and Federal indicators.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Coordinates referrals to the Early Intervention Program. Prepares for and visits potential client homes. Explains program services to families. Coordinates necessary consent and related forms. Notifies staff/team members of new referrals. Schedules evaluation appointments. Prepares intake summary report and related information. Directs staff/family meeting. Coordinates IFSP process development.
- Provides case management services by completing intake, case planning, home visiting, program enrollment, and community orientation to public benefits.
- Reviews with each family the provision of services.
- Completes school district referral forms. Composes referral cover letter. Photocopies reports, IFSP and sends to school district with referral.
- Discusses transition process with families. Obtains necessary signed consent forms from families. Makes follow-up telephone calls after child in school program. Organizes transition meetings.
- Arranges ancillary support services for families such as nutrition, financial, health care, and transportation programs.
- Assists families with referral and transition to appropriate community agencies including local school districts. Serves as an interpreter for transition meetings.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Schedules appointments.
- Plans child-find efforts.
- Performs office duties.
- Attends Early Intervention Services, multidisciplinary team, and IEP meetings.
- Sends referral/prescriptions to physicians.
- Refers clients to other County Human Services.
- Completes client registration sheet.
- Organizes family support activities and gatherings.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's degree and one year experience; or an equivalent combination of education and experience.

**Preferred Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree from a college or university; or an equivalent combination of education and experience.

**Other Requirements – Certificates/Licensures****Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

**Supervision**

None.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.