



EARLY INTERVENTION SERVICE COORDINATOR

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR

Jefferson County is looking for an Early Intervention Service Coordinator to join the Child and Family Division with the Human Services Department whose mission is to coordinate and arrange services to families and to transition the families to an appropriate setting after meeting family outcomes or the child's third birthday. This position will also support data collection, data auditing and data entry into multiple systems to meet State and Federal indicators.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Coordinates referrals to the Early Intervention Program. Notifies staff/team members of new referrals. Supports compliance with State and Federal indicators, as needed, by collecting intake-related information, directing staff/family meetings, and coordinating IFSP process development.
- Supports case management by processing documentation, auditing data for accuracy, and entering data related to intake, case planning, home visiting, and program enrollment.
- Supports compliance with State and Federal indicators, as needed, by reviewing the provision of services with each family.
- Completes the school district referral process, including photocopying reports and submitting referrals to the school district.
- Completes follow-up communication with the school program as part of the transition process. Supports compliance with State and Federal indicators, as needed, by discussing the transition process with families, obtaining required forms, and organizing transition meetings.

Requirements:

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

Preferred Requirements:

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

Wage

The starting hourly wage range is \$22.34 - \$24.90/hour depending on education and experience.

Benefit Highlights

* Health insurance* Health insurance Opt Out Plan *
Dental & Vision insurance Wisconsin Retirement System*
*Health Savings Account *Deferred Compensation Program* Group Life insurance *

Employees at Jefferson County Value

Competitive Pay Excellent Benefits* Great Coworkers*
* Flexibility* Advancement & Opportunity*Family Feel*

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywisc.gov

Jefferson County is an Equal Opportunity Employer