

**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:** January 2026**Reports To:** Child & Family Division Manager

Purpose of Position

The purpose of this position is to coordinate and arrange Early Intervention Program 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.

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. 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.
- Supports community awareness through child find and outreach activities.
- 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, as applicable.
- 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 as needs develop.
- Demonstrates dependable attendance.
- Practices competent motivational interviewing techniques, as 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 general office duties.
- Attends Early Intervention Services, multidisciplinary team, and IEP meetings.
- Sends referrals and other needed information to the therapy agency in a complete and timely fashion.
- Refers clients to other County Human Services.
- Completes client registration process.
- Ensures all data entry is completed timely and accurately.

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.

Employee

Date

Supervisor

Date
