



Jill Squires, Superintendent

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JOB POSTING

POSITION TITLE:	Early Intervention Service Coordinator
LOCATION:	Administrative Offices
IMMEDIATE SUPERVISOR:	Michele Hipple
HOURS/WORK YEAR:	35-40 hrs./week (starting at 35 hrs./week and increasing as caseload builds)
SALARY RANGE:	\$20.75 per hr.
PRIMARY FUNCTION AND DESCRIPTION OF WORK:	Please see attachment job description
DESIRABLE QUALIFICATIONS:	Completion of Bachelor's degree in related field OR Bachelor's Degree in an unrelated area and 2 years of full-time, supervised work with children birth to 5 years old with developmental disabilities OR valid license in a related area of expertise
STATE CERTIFICATION REQUIREMENTS:	Credentialed as a Service Coordinator from Ohio Early Intervention Program or able to become credentialed no greater than 30 days after hire.
DEADLINE FOR APPLICATION:	Until filled

If you are interested in the position, please submit resume to Michele Hipple.

**HOCKING COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

**POSITION DESCRIPTION
EARLY INTERVENTION SERVICE COORDINATOR**

REGULAR HOURS OF WORK: Flexible schedule based on needs of employer/employee jobs.

IMMEDIATE SUPERVISOR: Director of Early Childhood Programs

DEPARTMENT: Early Childhood

SPECIFICATIONS:

The service coordinator coordinates all Early Intervention services for families with children, ages 0 to 3 years old, who are eligible for Ohio Early Intervention program in accordance with Ohio Department of Children and Youth (DCY) rules. The Service Coordinator insures that these children are receiving the desired and/or entitled services in accordance with the federal definition of children enrolled in Part C services of the Individuals with Disabilities Education Act (IDEA). The service coordinator works collaboratively with other staff at the Hocking County Board of Developmental Disabilities (HCBDD), community agencies and businesses and with State and Federal officials.

DUTIES:

75% Coordinate services for children ages birth to three who are eligible for Ohio Early Intervention Program in accordance with DCY. These services include:

- Complete all enrollment paperwork required for DCY;
- With caregiver consent, coordinate the eligibility process for all children referred to Early Intervention in accordance to DCY rules;
- Development and implementation of Individualized Family Service Plans (IFSP) in accordance to DCY rules;
- Coordinate and attend all meetings that pertain to services specified on the family's IFSP;
- Complete annual and semi-annual reviews of the IFSP in accordance to DCY rules;
- Coordinate all screenings, assessments and/or evaluations as necessary for each child on an annual basis in accordance with DCY rules;
- Consult with other professionals and agencies to make referrals at the request of the family or in the best interest of the child;
- Attend and participate in bi-monthly Primary Coaching Team Meetings;
- Request pertinent information and documentation required in each child's file in accordance with DCY rules;
- Maintain accurate and up-to-date case notes as well as all other required documentation as specified by DCY for each family;
- Make regular contact with the family to assure they are receiving services as indicated on their IFSP and that the services are meeting the needs of their child and family;
- Coordinate the transition process from EI to the appropriate educational services or home setting when the child is eligible for said process as specified by DCY;

- Attend regular and frequent individual supervision with supervisor.
- 10% Input accurate and up-to-date data into EIDS, statewide database as required by DCY;
- 10% Attends and participates in required DCY trainings, Early Childhood Department staff meetings, continuing educational events/conferences, professional growth activities, HCBDD staff in-services and trainings at the request of the Director of Early Childhood or HCBDD Superintendent;
- 5% Other duties as assigned by the Director of Early Childhood or HCBDD Superintendent.

QUALIFICATIONS:

- Completion of a Bachelor's Degree in a related field
- Credentialed as a Service Coordinator from Ohio Early Intervention Program or able to become credentialed no greater than two months after hire
- Six to 12 months experience working with infants, babies, toddlers and their families preferred
- Knowledge of principles and methods of: early childhood development; early intervention; special education; learning disabilities; developmental disabilities; psychological and behavioral disorders; parent education; Individualized Family Service Plan and Family Plan construction, implementation and content; Evidence-Based Practices in Early Intervention service delivery; proper lifting techniques
- Excellent computer literacy and data entry skills
- Ability to maintain accurate and up-to-date documentation and case notes
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to assess the level of safety, both personal and child's, in all home environments
- Ability to adhere to Ohio's Mandated Reporting requirements in accordance with Ohio Revised Code
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Effective communication skills, both written and oral, with co-workers, associates, students, adults, supervisor and children
- Ability to act in a professional manner in family homes, in work-related meetings and in public
- Ability to participate in public awareness campaigns and materials
- Valid Ohio Driver's License insurable under the Board's fleet insurance policy
- Compliance with Board-adopted policies and procedures and rules set forth by DCY, as applicable
- Certified in CPR and First Aid
- Must have the ability to properly lift up to 50 pounds

FSLA: Professional employee, non-exempt from overtime

PROBATIONARY PERIOD: 365 days

STATUS: Full-time

NOTE: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood-borne pathogens, communicable disease, potentially infectious material, various home environments, and/or aggressive behaviors. The Hocking County Board of Developmental Disabilities does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex or age.

ESSENTIAL FUNCTIONS OF THE POSITION

FOR THE PURPOSE OF THE 42 USC 12101 AND OAC 41123-5-08:

EARLY INTERVENTION SERVICE COORDINATOR

1. Prepares and maintains accurate and up-to-date case notes, records, files, correspondence, reports and other documents.
2. Communicates effectively regarding departmental responsibilities to individual requesting services and their families, school districts, other community agencies, ODDD, providers and HCBDD staff.
3. Maintains a valid Ohio Driver's License and acceptable driving record.
4. Maintains Early Intervention Service Coordinator credential as specified by DCY every two years.
5. Complies with professional ethical standards.
6. Maintains and follows policies and rules on confidentiality.
7. Participates in conferences, committee meetings, workshops, seminars as required.
8. Demonstrates regular and predictable attendance.
9. Shall comply with safety rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders, through the utilization of protective equipment and decontamination techniques; and with the Individual Bill of Rights.
10. Acts in the best interest of the Hocking County Board of Developmental Disabilities.

BOARD APPROVED: 11/21/17

EFFECTIVE: 08/30/18; 5/18/21; 11/24/25

Superintendent Signature

Date

Employee: I have read and understand this job description.

Employee Signature

Date