

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES POSITION POSTING

(Applications for the following positions may be downloaded from the website at www.clermontdd.org or obtained in the Human Resources Department, located at the Thomas A. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

AVAILABLE POSITION: **Early Intervention Service Coordinator – Part Time**
20 hours per week

IMMEDIATE SUPERVISOR: Service Coordinator Supervisor

DUTIES: (Summary Only)

Works with families using a family-centered approach including assisting the family to determine its concerns, priorities and resources; assists families in identifying available and appropriate services and provider; informs families of rights and due process procedures; informs families of the availability of advocacy services; helps families to develop a system to gather and maintain pertinent information and records; assists families in identifying parent to parent support, parent education opportunities, and advocacy services. Maintains a caseload of children who are eligible for Part C services due to developmental delays and/or disabilities.

Facilitates the early intervention process; participates in child-find activities or systems; directs and assists all referrals to providers and agencies; coordinates and participates in completion of screenings, evaluations and assessments; facilitates and participates in the development, implementation, review, and evaluation of Individualized family Service Plans (IFSP); coordinates and monitors services with the help and involvement of the family; facilitates and helps implement the development of a transition plan to preschool or other appropriate services as part of the IFSP; assist families at time of crisis or unexpected events; is involved in the decision making process with the child and family (e.g., determining family strengths, needs, goals, and objectives). Responsible for all data entry requirements of Early Track system.

Works with other Service Providers/Agencies; makes linkage to assure that duplication and fragmentation are avoided; coordinates with medical/health, education and social services, providers/agencies (public, private, not-for-profit) that are pertinent to the child's/family's total service need; develops and uses "communication systems" with all involved service providers and the family. Assist in the overall operation of the HMG office as needed.

Must acquire and maintain required licenses and/or certification. Maintains regular and consistent work schedule, which includes evening, weekend, and holiday hours as needed; also includes on-call emergency duty after regular office hours. Promotes and implements the mandates and goals of the Clermont County Board of Developmental Disabilities in a professional, positive, and efficient manner (SURE Core Values). Must be physically capable to lift, carry, and move enrollees, including children, adolescents, and adults in a safe manner, according to in-service training. Works cooperatively with other staff, parents, caseworkers, medical personnel, specialists, etc. Performs other related duties as required or assigned.

QUALIFICATIONS: Associates degree in Nursing, Social Work, Special Education, Early Childhood Education, Child Development, or related profession. Ability to gain familiarity with provision of I.D.E.A., knowledge of children and families eligible for services under I.D.E.A., demonstrated ability to work cooperatively with local agencies; familiarity with Early Intervention Services to infants/toddlers and in Ohio. Possesses or ability to obtain Part C Service Coordination credential. Must maintain certification. May be required to lift, carry, and move children in a safe manner. Possesses valid Ohio Driver's License. Successfully pass post-offer pre-employment physical exam, criminal background check, Abuser Registry, Nursing Registry, and other registry checks per Statute.

SALARY: \$15.77 - \$17.34 per hour (based on experience)
POSTING DATE: May 8, 2018
APPLICATION DEADLINE: Until filled
SEND APPLICATION TO: Kathy Booth, Human Resources Coordinator
Clermont County Board of DD
2040 US Highway 50
Batavia, OH 45103
cbooth@clermontdd.org