



LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	EI Service Coordinator	Reports To:	EI Director
Division:	Early Childhood	Civil Service Status:	Classified Professional FT
Schedule: Monday - Friday		FLSA Status:	Non-Exempt
Salary Range: \$20.28 - \$31.24 per hr.		Hours: 8:00 AM – 4:00 PM; flexible dependent upon job demands	Days: 250

QUALIFICATIONS:

- Minimum of an Associate's Degree (or has earned at least sixty college credit hours.) Bachelor's Degree preferred, from an accredited college or university, in a field of study in the area of Social Work or Child Development. Other fields considered, with at least two years of full-time verified experience in early intervention service coordination and/or working with children birth through 5 with disabilities, developmental delays or diagnosed physical or mental conditions that have a high probability of resulting in a developmental delay and their families.

LICENSURE OR CERTIFICATION REQUIREMENTS:

- Early Intervention Service Coordinator Certification or ability to obtain certification as soon as possible, no later than within 60 days of hire. Must maintain Ohio Service Coordinator Credentialing by attending any required trainings in addition to meeting all educational requirements as required by the State of Ohio Early Intervention Rule 5123-10-04

EMPLOYMENT REQUIREMENTS:

- Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment). May be requested to lift, carry, and move enrollees, including children, adolescents, and adults in a safe manner, according to in-service training. May be required to work flexible hours based on service needs

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

The Early Intervention (EI) Service Coordinator acts as the single point of contact for families enrolled in Ohio Early Intervention. This includes:

- Explaining and ensuring parent's rights in Early Intervention.
- Coordinating eligibility for Early Intervention.
- Coordinating Individualized Family Service Plan and Individual Family Service Plan meetings and identifying needs, supports and services.
- Using family-centered practices and focus on community inclusion.
- Assisting with developing outcomes that reflect families concerns and priorities.
- Assisting families with identifying, obtaining, funding, and monitoring needed Early Intervention services.
- Assisting families with locating and connecting to other supports and resources that are wanted and needed.
- Facilitating the development of a transition plan before the child's third birthday.

The Service Coordinator must be able to demonstrate a good working knowledge of case management, interviewing, human behavior, community resources and services. The Service Coordinator must also exhibit a working understanding of state and federal regulations and rules, developmental screening techniques, departmental policies and procedures, public relations.

This individual will collaborate with the entire Early Intervention team, supporting and building upon each other's strengths and helping with training of current and new staff members. The EI Service Coordinator will work cooperatively and maintain a pleasant attitude with staff, people served, parents, guests and consults with service providers to improve or expand existing services.

As an employee of Logan County Board of Developmental Disabilities, the job incumbent shall always comply with all policies and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served. The Service Coordinator shall maintain professional ethics in keeping with the confidentiality of information and material with which the position may be in contact.

ESSENTIAL FUNCTIONS OF THE POSITION:

(For purposes of 42 USC 12101, OAC 4112-5-08 and OAC 5123-10-01, 5123-10-02, 5123-10-03 and 5123-10-04)

- Ability to monitor and ensure program compliance with Early Intervention Rule
- Ability to interview and obtain sensitive information from families and other resources
- Verbal communication skills, including ability to discuss sensitive issues with family members and staff
- Ability to establish goals and objectives, compile and prepare reports, and maintain records according to established procedures
- Demonstrate knowledge of case management, human behavior and community resources and services
- Well-developed written and oral communication skills
- Ability to maintain records according to established procedures
- Completes Documentation
- Must be able to demonstrate competency in teamwork, customer service, valuing diversity, conflict resolution, building trust, communication (interpersonal and written), meeting facilitation, initiative, and analysis and managing change
Ability to develop and maintain effective working relationships, handle sensitive inquiries from and contacts with officials and general public.

GENERAL EXPECTATIONS:

Following Ohio Early Intervention Rule, provides intensive service coordination for families of children who are eligible for Part C services and Logan County Board of DD services including assisting with finding and securing funding resources for services.

- Promotes and implements the mandates of the LCBDD in a professional, positive, and efficient manner.
- Maintaining confidentiality is required.
- Regular and predictable attendance is expected.
- Preserving a valid certification, licensure or registration is expected for those positions that require such in order to continue employment.
- It is essential for the employee to maintain all training and in-services required by the position.
- The LCBDD promotes a non-hostile and non-discriminating work environment. Employees must adhere to respectful conduct and language at all times. The Board expects all employees to follow policies/procedures of the department and Agency rules and regulations.

COMPETENCIES FOR THIS POSITION:

- Knowledge of infant and toddler development (age birth to three) and special needs.
- Ability to establish and maintain rapport with children, parents and professionals, define problems, collect data and draw conclusions.
- Ability to prepare and maintain meaningful, accurate and concise records and reports.

- Ability to appropriately handle routine and sensitive inquiries and contacts from professionals and parents or guardians.

POSITIONS DIRECTLY SUPERVISED:

- None

EQUIPMENT OPERATED:

- Office Equipment, Technology Equipment

WORKING CONDITIONS:

- Position may involve exposure to individuals with medical and behavioral risks. 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 materials, and/or aggressive behavior.
- Actual hours may vary per service needs

PROBATIONARY PERIOD: One Year

Signatures:

I acknowledge that I have received a copy of the Early Intervention Service Coordinator Position Description; I have read the Job Duties, Qualifications, Conditions, Essential Functions, Knowledge/Skills/Abilities of this position; I attest that I meet all requirements and I am able to perform the job duties of this position. The position accurately reflects the nature of the duties which I will be expected to perform, the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days. I hereby understand that my position is that of an EI Service Coordinator and that I can be assigned to any EI Service Coordinator position within our agency.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature	Employee Printed Name	Date
	Krista Oldiges	
Superintendent Signature	Superintendent Printed Name	Date