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| Job Title: | Service Coordinator | FLSA: | Non-Exempt |
| Department/Group: | First Steps/Point of Entry (POE)  | Reports To: | POE Program Coordinator  |
| Location: | Maysville | Travel Required: | Frequent |
| Position Type: | Part Time |
| HR Contact: | Mary Breeze | Date posted: |  |
| Will Train Applicant(s): | Yes | Posting Expires: | ----- |
|  |
| Applications Accepted By: |
| Drop off at Comprehend Office611 Forest Avenue Maysville KY, 41056 | Email: mbreeze@comprehendinc.org |
| Job Description |
| **Role and Responsibilities*** Assist parents/caregivers of children ages birth to three with developmental delays or medical conditions known to cause developmental delays in obtaining access to needed early intervention services and other services as identified.
* Score, document, and review scores of developmental screenings with parents/caregivers.
* Complete intakes, inform families of their rights and procedural safeguards, and coordinate the funding sources for services as required.
* Coordinate evaluations and assessments for children referred to the program.
* Complete family assessments to better understand a family’s routines in order to develop outcomes.
* Facilitate referrals to early intervention providers/services and other services as identified and assist with scheduling appointments as needed.
* Coordinate the provision of early intervention services and other services (educational, social, and/or medical) as appropriate.
* Facilitate and participate in the development, review, and evaluation of an Individualized Family Service Plan (IFSP) for each child on assigned caseload.
* Coordinate, facilitate, and monitor the delivery of services required to ensure that service provision is timely for each child by maintaining regular contact with parents/caregivers and providers.
* Facilitate the development of a transition plan to preschool, school, or other programs/services as appropriate.
* Participate in training as outlined by the State Lead Agency and/or Comprehend, Inc.
* Document activity, maintain data, and submit reports as needed through the Technology –assisted Observation and Teaming Support System (TOTS).
* Assist in community-based activities and events to promote the program and identify referrals as well as potential referral sources.

**Qualifications and Education Requirements*** Minimum entry level qualification established by the funding source is:
	+ BS/BA degree in Early Childhood Education or a human services related field (psychology, social work, etc.)
	+ Two years of experience working with children ages birth through five or families of children ages birth through five
* Ideal candidates will also possess the following skills:
	+ Communication skills in interviewing, negotiating, mediating, and writing detailed notes and reports
	+ Ability to problem-solve by finding, utilizing and integrating services and resources and resolving conflicts
	+ Organizational skills with ability to document timely and meet strict timelines
	+ Collaboration and leadership skills needed to develop relationships with providers and families
	+ Computer skills (Microsoft Word, Excel, Outlook, etc.)

**Physical Requirements** * Ability to visit families in their own homes which may or may not be handicap accessible.

**Special Requirements** * Valid driver’s license with dependable transportation
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| Reviewed By: | Vice President of Children’s Services | Date: |  |
| Approved By: | Human Resources | Date: |  |
| Employee Signature:  |   |
| Last Updated By: | 06/28/2022 |