



WABASH AND OHIO VALLEY SPECIAL EDUCATION DISTRICT

David Kaytor, Director

800 S. Division Street | Norris City, Illinois 62869 | 618-378-2131 | Fax: 618-378-3153 | www.wovsed.org

VACANCY NOTICE

Child and Family Connections #23 Service Coordinator

Starting Date: To be determined

Qualifications: Bachelor's Degree or higher in Human Services, Behavioral Science, or health-related field or a current license as a Registered Nurse. Requires good organizational and communication skills.

Basic Job Duties:

- Provide families with information about the Early Intervention Services System including options, rights, and procedural safeguards.
- Develop, maintain, and process the permanent EI case record.
- Coordinate EI and non-EI services for enrolled families.
- Ensure completion of initial and annual eligibility determination paperwork, including insurance and financial information.
- Monitor the IFSP process to ensure accurate, timely, and complete implementation of services.
- Be knowledgeable of and comply with all applicable federal and state laws, rules, and regulations.
- Maintain current and accurate documentation in the form of case notes.

Salary: To be determined

Contract Length: To be determined

Application Process: Send Letter of Interest, transcripts, and current resume to:

WVOSSED

Attn: Brad Blades, Assistant Director
800 S. Division Street
Norris City, IL 62869

Application Deadline: until position filled