



# 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](http://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:**

Please submit a letter of interest and current resume to:  
Charity Heifner, CFC Program Manager  
800 S Division St  
Norris City, IL 62869  
Fax: 618-378-2441

**Application Deadline:** until position filled