**HIGHLAND COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**

**EARLY INTERVENTION SERVICE COORDINATOR**

Is now accepting applications/resumes for a full time Early Intervention Service Coordinator. Service Coordinators assure screenings and developmental assessment needs for children ages birth to 3 years by assessing individual needs for services and facilitates the development of Individual Family Service Plan or IFSP.

Advises families of their rights. Assists parents with development of their role as advocate for their child. Maintains confidentiality of records and information. Organizational and routine work involving written documents, forms and letters is paramount to this position. This role is part of a full disciplinary early intervention team and collaborates with providers; also works cooperatively with school districts in planning and transition phase to preschool.

Bachelor’s degree in Early Childhood Education, social work or related field and (1) year experience in early intervention services in DD or related field is preferred, a minimum of an associate degree is required. You must possess or be willing to obtain and maintain certification from Ohio Department of Developmental Disabilities; CPR and First Aide certification. Individual must be able to pass criminal background checks as required by the Ohio Revise Code; have a valid Ohio driver license with a clean driving record and lift up to 50 pounds. This position has a 180 probationary period following first day full time employment.

Information about this position can be found on our web site [www.highdd.org](http://www.highdd.org). Please send resume to Highland County Board of DD, 8919 US Route 50E, Hillsboro, OH 45133. Attention to Elizabeth Brennfleck, HR Director. No telephone calls accepted.

5/31/2019