

Early Intervention Service Coordinator

HCBDD is now accepting applications/resumes' for a full time Early Intervention Service Coordinator. Under the general supervision of the Early Childhood Director, this position is responsible for providing coordination of services to children ages prenatal to 3 by assessing individual needs for services, facilitating the development of family plans and chair meetings as assigned; Advising or ensuring that families have been advised of their rights; Assisting parents in the development of their role as advocate for their child; Assuring that services delivered are in compliance with Federal, State, local rules, regulations, statutes, standards, as well as Board policy, regulations and procedures and related Operating Plans.

Bachelor's degree in education, nursing, social work, early childhood or a related field and (1) year experience coordinating services in DD or related human services preferred. You must possess or be willing to obtain and maintain certification from Ohio Department of Health and Ohio Department of Developmental Disabilities. Licensure to evaluate is preferred

Individual must be able to pass criminal background checks as required by the Ohio Revised Code; 180 day probation period must be completed. Individual must be able to pass BCI and FBI criminal background checks as required by the Ohio Revised Code; pass a preemployment drug screen, physical and TB test, and have a valid Ohio driver's license with a clean driving record and a satisfactory MVR CORSA score. HCBDD and is an EOE employer. Information about this position and employment applications can be found on our website www.highdd.com. Please send employment application, resume, and cover letter including salary requirements via email. No telephone calls please. All your information will be kept confidential according to EEO guidelines.