EARLY INTERVENTION SERVICE COORDINATOR – 20+ HOURS PER WEEK

1330 Leesburg Ave, Washington Court House, OH 43160, USA

The first three years of life are an extremely important time for the health and development of all children. Starting intervention services early may improve growth and prevent or reduce the need to special help later.

We are currently accepting applications for a part-time Early Intervention Service Coordinator for 20 - 30 hours per week.

Our Fayette County Early Intervention (EI) team provides developmental assessments and evaluations and services. Fayette County Board of Developmental Disabilities (FCBDD) Early Intervention system serves families of children ages birth to three years of age who have a developmental delay or a diagnosed medical condition. The Early Intervention Service Coordinator is part of the EI Team.

EI Service Coordinators advise families of their rights. Assists parents with development of their role as an advocate for their child. Maintains confidentiality of records and information. Organizational and routine work involves ongoing written documents, file management, data entry and management, correspondence, use of virtual platforms and computer programs, and ongoing trainings and continuing education. This role is part of a full disciplinary early intervention team and collaborates with providers, while also working cooperatively with school districts in planning the transition phase to preschool or other community programs. Service Coordinators are responsible for contacting families and the Early Intervention team, along with other community resources to coordinate evaluation and assessments, along with the development of an Individualized Family Service Plan to ensure ongoing services are provided to meet the family and child’s need when the child is found eligible for the EI program, and facilitates transition planning from the Early intervention system to home and community as the child approaches the age of three.

A 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 but not required, a minimum of an associate degree is required for certification. You must possess or be willing to obtain and maintain certification from Ohio Department of Developmental Disabilities; CPR and First Aid 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.

EI Service Coordinators may be exposed to communicable diseases and unpredictable/aggressive behavior. EI Service Coordinators may be exposed to hazardous materials (i.e. cleaning/production materials).

A 180-day probationary period must be completed. Individual must be able to pass a BCI/FBI background check, pre-employment drug screen and physical, have a valid state issued driver's license with a clean record and a satisfactory CORSA MVR score. Please email employment application including salary requirements, cover letter and resume to ebrennfleck@fayettedd.com. No phone calls please. The FCBDD is an EOE employer.