



The Arc of Shelby County
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The Arc of Shelby County, Inc. Position and Description

Position Title: Early Intervention Service Coordinator

Reports To: Director of Children's Services

Location: Primary Office Location, but Occasional Community-Based Work

Standard Hours: Primary Office Hours

Classification: Hourly/Non-Exempt

Provides Supervision To: NA

SUMMARY OF PRIMARY JOB FUNCTIONS

The Early Intervention Service Coordinator performs an array of activities on behalf of infants and toddlers with developmental delays and their families to assist them with accessing generic and specialized services and supports that promote independence, productivity and community inclusion.

A. Responsibilities – Essential Functions

1. Assist infants and toddlers with developmental delays in gaining access to needed medical, social, educational and other services and supports.
2. Provide the following direct case management activities to infants/toddlers with developmental delays:
 - a. Conduct a Voluntary Family Assessment using a Routines Based Interview and ECO Map after consultation with family regarding concerns, strengths and priorities as it relates to the family's daily routine.
 - b. Case planning, including facilitation and participation in the development, review and implementation of Individualized Family Service Plan (IFSP) within designated time frames.
 - c. Service arrangement, including assisting the family in identifying necessary supports and providers, linking the individual/family with needed services/resources as specified in the IFSP.
 - d. Social support, including assisting the individual/family in expanding or establishing a social support network through linkage with appropriate persons, support groups and/or agencies.
 - e. Assist family in evaluating progress toward accomplishing the prioritized outcomes specified in the IFSP on at least semi-annual intervals.
 - f. Monitor provided supports and assist in determining whether they are adequate to meet child/family needs through telephone conversations, meeting attendance, home visits, etc.

- g. Complete *all* necessary documentation as required for maintenance of individual's case management record as well as for accountability and billing purposes.
- h. Serve as single point of contact in helping families obtain services and assistance they or their child needs.
- i. Coordinate with home visitors to schedule monthly appointments. Prepare monthly calendars for upcoming home visits. Contact families within three days of a visit, to confirm visit and/or arrange with home visitor who may choose to make the contact with family.
- j. Participate in staff meetings as they relate to children served, representing child/family interests as necessary.
- k. Assist family through transition of services to other agencies, including local education authorities.
- l. Maintain all records for funding agencies in the required format
- m. Participate in program reviews as required.
- n. Enter all required data in GIFTS, within AEIS mandated timelines.
- o. Complete progress notes and monthly case management report by the 15th of each month.

B. Ancillary Functions

- a. Attend workshops and conferences as required to maintain skill level for best practice in service coordination and case management.
- b. Serve on committees (agency, district, statewide) as requested by Director of Children's Services and/or Executive Director.
- c. Attend District Council Meeting and District Service Coordinator Meeting.
- d. Perform any other as assigned that further the mission of The Arc of Shelby County.

C. Work Environment

This job operates primarily in a professional office environment with varying noise levels and interruptions. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, filing cabinet, postage machine and fax machine. This position also provides supports in various community settings—schools, homes, other professional settings—where there may be varying light settings, surfaces, other children, pets, and dust.

D. Physical Requirements

While some of the duties are sedentary, there may be times that require lifting and carrying of equipment, materials, etc. Ability to perform duties in variety of community settings, including private homes, community based facilities and other various sites. Ability to drive to varying locations and access private homes and childcare programs.

E. Qualifications/Education

1. Bachelor's degree in human/child development or similar human service field
2. Experience working with infants and toddlers; preference given to applicants with experience in Alabama Early Intervention System or experience with children with developmental delays.
3. Valid driver's license and proof of valid automobile insurance
4. Ability to perform duties in variety of community settings, including private homes, community based childcare facilities and other various sites.
5. Excellent communication skills (oral and written).
6. Excellent computer skills.
7. Excellent telephone skills.
8. Functional knowledge of The Primary Provider Model.

9. Pass Drug Screening, Background Check and all required documentation for employment.

F. Competencies:

1. Ability to function as team member
2. Ability to take leadership role
3. Belief in family-centered service delivery
4. Belief in inclusiveness
5. Ability to function with a minimum of supervision
6. Have functional knowledge and use of Routines Based Interview including how to do an Eco Map with a family.

Employee Signature

Date

Revised: December 2017