



## **Why Join Our Team?**

We are currently accepting applications for a part-time Early Intervention Service Coordinator for 20 to 30 hours per week to support the families of children birth to age three with a diagnosis or suspected developmental delay in beautiful Holmes County, Ohio.

The HCGHD offers a comprehensive benefits package including health, dental, vision, and life insurance; 12 paid holidays; tuition reimbursement, vacation time, and sick time; and an employee assistance program. Compensation is based upon experience and education level. Paid time off is based on hours worked.

## **The successful Early Intervention Service Coordinator candidate will:**

- Work with the family of children, 0-3 years of age, with a suspected or diagnosed developmental delay and/or disability or qualifying medical diagnosis.
- Conduct visits in the child/family home or other natural environment(s) where the child participates in his/her daily routines.
- Facilitate and participate in the development, implementation, review, and monitoring of the Individualized Family Service Plan for each assigned child. • Facilitate positive family outcomes.
- Develop and maintain relationships with Early Intervention providers and work with families to provide increased parent knowledge of child development and an understanding of the implementation of home intervention services as modeled by Early Intervention providers.
- Inform, monitor, and facilitate the timely delivery of services to the family.
- Coordinate with medical and health care providers.
- Coordinate linkages between families and additional supports and/or advocacy providers.
- Coordinate completion of all required eligibility determination procedures in accordance with the Part C Eligibility Determination policy.
- Coordinate completion of ongoing screenings and assessments.
- Facilitate a transition plan to educational services by the child's third birthday.
- Maintain and provide accurate and timely statistical data, records, and reports.
- Other duties as assigned.

## **Minimum Qualifications:**

Minimum associate's degree from an accredited college or university in education, nursing, social work, child development, audiology, child and family studies, child life, counseling, hearing and speech sciences, human development, human ecology, human social services, medicine, nutrition science, occupational therapy, ophthalmology, optometry, physician's assistant, physical therapy, psychology, rehabilitation, or speech/language pathology; or approved equivalent as defined in the Department of Developmental Disabilities Rule 5123-10-04. Basic clerical skills, knowledge of Microsoft Office 365 including Outlook, Word, Excel, PowerPoint, Teams, SharePoint, and Adobe Acrobat Pro required. Early Track and video conferencing training including Cisco Webex, GoToMeeting, Zoom and Microsoft Teams provided upon hire.