

**OPPORTUNITIES, INC. JOB DESCRIPTION**

**Job Title:**

**EARLY CHILDHOOD INTERVENTION (ECI) SERVICE COORDINATOR / EARLY INTERVENTION SPECIALIST, ENTRY LEVEL**

**General Description of Duties:**

Responsible for performing a variety of tasks related to the implementation of Individual Family Service Plan (IFSP) and coordination of service delivery for clients and families. Non-exempt position.

**Qualifications Required:**

Certification/License: Annual TB Skin Test; CPR/First Aid; Entry in the Competency Demonstration System (Must complete within 1 year of employment); Valid driver’s license; Current Auto Insurance; Defensive Driving.

Education: Bachelor’s Degree in Psychology, Early Childhood, Social Work, or Special Education. **Must have at least 3 college hours in early childhood.**

**Qualifications Preferred:**

Knowledge, Skills, Abilities: Communication; Computer (including various software applications such as Word); Developmental disabilities; Interpersonal; Organizational; Regulatory requirements of ECI; Resources available to assist clients and families; Work with limited supervision

Experience: One to three years in related field.

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

**Major Responsibilities and Duties:**

- Be knowledgeable of service delivery and operations.
- Assist with client referrals, screenings, and intake processes as assigned.
- Develop and implement IFSP for children and families in natural settings, complying with ECI regulations.
- Assist children and families by coordinating available community services and support for identified needs.
- Participate in activities and projects related to public awareness and Child Find.
- Complete written documentation and reports in a timely manner.
- Participate in the utilization review process.
- Prepare documentation, correspondence, forms, and other data as required.
- Participate in training, in-services, conferences, and seminars as requested.
- Follow directions of supervisor, performing other duties as assigned.

**Physical Requirements:**

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| Communication - English speaking       | Sitting for 1-2 hours consecutively              |
| Driving vehicles                       | Standing 3-4 hours consecutively                 |
| Hearing for conversation               | Stooping, kneeling, bending, twisting, crouching |
| Lifting up to 50 lbs.                  | Use of hand, wrist, fingers                      |
| Pushing/pulling up to 50 lbs.          | Vision for driving and reading                   |
| Reaching overhead and in front of body | Walking for short distances                      |

**Responsible to:** ECI Program Manager

**Supervision of:** N/A

*Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.*

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*Staff Signature*

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*Supervisor Signature*

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*Date*

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*Date*