



Meeting Street

JOB VACANCY

Posted: 8/12/09

Job Title: Service Coordinator II
Supervisor: Director of E.I.
Position Supervised (if any):

Program: Early Intervention
Working Hours: 40
Job# 200063

Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.

1. **Summary of main duties:** To carry out EI activities which assist and enable a child/family to receive the rights, procedural safeguards and services authorized under Part C of IDEA and the R. I. Regulations Pertaining to the Provision of Early Intervention Services.

2. Job skills needed to perform the duties:

1. Implement program policies and procedures, which include: intake, evaluation & assessment, IFSP, referral and transition.
2. Maintain a full caseload, regularly scheduled appointments with families and complete all documentation in a timely, accurate manner.
3. Provide individual instruction within discipline/licensure/certification.
4. Attend regularly scheduled agency and program meetings.
5. Develop and maintain respectful, supportive, professional relationships with families in the EI program.
6. Help families promote the healthy growth and development of their child through teaching, modeling, and encouraging developmentally appropriate activities, etc.
7. Demonstrate an understanding of all program direct service options and accurate documentation.
8. Design and implement program community-networking activities.
9. Coordinate services in compliance with Childfind Procedures.
10. Design and lead program group activities.
11. Design and implement program special projects.
12. Participation with a multidiscipline evaluation team.
13. Perform other duties as directed or required.

3. Professional standards, job experiences, training and/or education needed:

A. SKILLS

- Able to drive and have own vehicle.
- Good/excellent organizational and time management skills.
- Ability to maintain confidentiality
- Ability to deal with people effectively and cooperatively.

B. PROFESSIONAL AND LEGAL STANDARDS

- Current certificate, license or registration in a discipline listed under "Qualified Personnel" in R.I. Early Intervention Certification Standards.
- Use and disclose PHI only as authorized, as necessary to carry out job duties
- Complete privacy and security training
- Report suspected violations including those of a business associate

C. EXPERIENCE

- Experience working in a variety of settings, homes visiting and service coordination within a multidisciplinary team.

D. TRAINING AND EDUCATION

- Bachelor's, Master's or higher degree in Nursing, Social Work and/or Early Childhood Education consistent with R. I. Early Intervention requirements for qualified allied health personnel.
- Completion of a program of advanced study as required for Dept. of Education or Dept. of Health certification, licensing or registration in the relevant discipline.

- **CONTINUING EDUCATION RESPONSIBILITIES**

- Participation in general Early Intervention recording in Comprehensive System of Personnel Development activities as needed to maintain certificate, license or registration in the relevant background disciplines; and specializing in work with young children birth to three years of age with disabilities along with their families; or in accordance with appropriate semi-annual and annual appraisal and review of goals.

For a copy of the job description, job vacancy application, or other inquiries contact Doris Brisette Ext. 280

To apply for this position, please submit a completed Job Vacancy Application to:

Doris M. Brisette, Human Resources Manager

Forward Resume to: (Please refer to job #'s 200063 when applying)

Doris M. Brisette

Human Resources Manager

Meeting Street

1000 Eddy Street, Providence, RI 02905

Tel: 401-533-9280, Fax 401-533-9101 or email: resumes@meetingstreet.org