



## Meeting Street

### JOB VACANCY NOTICE

POSTED: 8/23/11

<b>Job Title: Service Coordinator I</b>	<b>Program: Early Childhood Services</b>
<b>Supervisor: Manager, Early Childhood Case Management Services</b>	<b>Working Hours: 40</b>
<b>Position Supervised (if any):</b>	<b>Job # 720003</b>

*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.*

**SUMMARY OF MAIN DUTIES:** To carry out case management activities which assist and enable a child/family to receive the rights, procedural safeguards, and services authorized under Part C of IDEA and the RI Regulations Pertaining to the Provision of Early Intervention Services.

#### **JOB DUTIES:**

- Establish and maintain an excellent relationship with the family/guardian of a child enrolled in the Early Intervention program, beginning with the referral intake telephone call through the child's transition out of Early Intervention.
- Complete referral intake telephone calls in a timely manner and according to agency procedures.
- Schedule and participate in intake, assessment and IFSP visits according to agency procedures.
- Follow-up with the referral source regarding a child's eligibility for services to maintain positive relationships with our referral sources.
- Complete and submit IFSPs and all required documentation in a timely manner.
- Follow-up with family to provide resource materials as needed if a child is deemed ineligible for services.
- Request and insure completion of consults and services from all providers as per the IFSP.
- Revise IFSP as needed to reflect changes in services, etc.
- Visit family as needed to insure excellent customer service that is responsive to the needs of the child/family.
- Complete referrals to treatment groups and Early Intervention specialty services (i.e., autism and infant mental health teams) as needed.
- Schedule and attend Six Month reviews, and Annual Evaluations, and submit updated documentation.
- Schedule and attend all Transition meetings; assist the family with this process as needed.
- Complete discharge paperwork in a timely manner.
- Facilitate referrals to non-EI programs at Meeting Street and in the community as needed.
- Follow-up with the family one month after discharge to determine outcome and if Meeting Street can provide any additional assistance or information.
- Participate and manage treatment groups per agency procedures as assigned.
- Communicate effectively with all members of a child's service team and all staff members at all times.
- Other duties as assigned.

#### **PROFESSIONAL STANDARDS, EXPERIENCE, TRAINING AND/OR EDUCATION NEEDED:**

##### **A. SKILLS**

Excellent interpersonal skills; effective and cooperative approach in dealing with people.  
Excellent organization and time management skills.

Ability to provide own transportation to complete home visits.  
CPR and first aid certifications.

#### B. PROFESSIONAL AND LEGAL 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

Two to three years experience working in an early childhood setting and home visiting experience required.  
Experience working with infants, toddlers and families. Will consider preschool age experience.  
Case management experience within a multidisciplinary team preferred.

#### D. TRAINING AND EDUCATION

Bachelor's degree in early childhood, early intervention, psychology, social work, communications, human development and family studies; state licensure and/or professional certification not mandatory but preferred.  
If not one of the degrees listed above, must have at least 3 years experience with infants and toddlers.  
Participate in ongoing continuing education programs as needed for work with young children birth to three years of age with disabilities and their families.

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

#### **Application Deadline:**

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

Forward Resume to: (Please refer to job # **720003** when applying)

Doris M. Brissette Human Resources Manager

Meeting Street 1000 Eddy Street, Providence, RI 02905

Tel: 401-533-9280, Fax 401-533-9101 or email: [resumes@meetingstreet.org](mailto:resumes@meetingstreet.org)