



## Meeting Street

**Job Title: Service Coordinator II**  
**Supervisor:** Director of Early Intervention  
**Program:** Early Intervention  
**Working Hours:** 40  
**Job #'s:**

*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 Early Intervention 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.

### **Job Skills Needed to Perform the Duties:**

- Implement program policies and procedures that include: intake, evaluation & assessment, IFSP, referral and transition.
- Maintain a full caseload, regularly scheduled appointments with families and complete all documentation in a timely, accurate manner.
- Provide individual instruction within discipline/licensure/certification.
- Attend regularly scheduled agency and program meetings.
- To develop and maintain respectful, supportive, professional relationships with families in the Early Intervention program.
- To help families promote the healthy growth and development of their child through teaching, modeling, and encouraging developmentally appropriate activities, etc.
- Demonstrate an understanding of all program direct service options and accurate documentation.
- Design and implement program community-networking activities.
- Coordinate services in compliance with Childfind Procedures.
- Design and lead program group activities.
- Design and implement program special projects.
- Participation with a multi discipline evaluation team.
- Assist in the evacuation of babies, children and clients during fire drills or other emergencies.
- Perform other duties as directed or required.
- CPR certification.

### **Professional Standards, Job Experiences, Training and/or Education Needed:**

#### **Skills:**

- Experience working in a variety of settings, homes visiting and service coordination within a multidisciplinary team.
- Able to drive and have own vehicle.
- Good/excellent organizational and time management skills.
- Ability to maintain confidentiality.
- Physically able to perform duties.
- Ability to deal with people effectively and cooperatively.

#### **Professional and Legal Standards:**



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- 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.

### **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.

### **Forward Resume to:**

**Doris M. Brissette**

**Human Resources Manager**

Meeting Street

1000 Eddy Street, Providence, RI 02905

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