



Preble County Board of Developmental Disabilities

200 Eaton Lewisburg Road, Suite 200 Eaton, Ohio 45320 – Telephone (937) 456-5891 Fax (937) 456-1760

NOTICE OF AVAILABLE POSITION Service Coordinator

DESCRIPTION: This is a hybrid position with specialized work in coordinating Early Intervention service to best meet the needs of children up to 3 years old with developmental delays and/or disabilities and providing administrative support to the department. The Early Intervention (EI) Service Coordinator acts as the single point of contact for families enrolled in Ohio Early Intervention. This includes:

- Explaining and ensuring parent's rights in Early Intervention
- Coordinating initial and on-going eligibility
- Coordinating Individualized Family Service Plan meetings
- Uses family-centered practices
- Assisting with developing outcomes that reflect families concerns and priorities
- Assisting families with identifying, obtaining, funding and monitoring needed Early Intervention services
- Assisting families with locating and connecting to other supports and resources that are wanted and needed
- Facilitating the development of a transition plan before the child's third birthday

QUALIFICATIONS:

- Associate's Degree from an accredited college or university in one of the following fields of study: audiology, child and family studies; child development; child life; counseling, education, hearing and speech sciences, human development, human ecology, human social services, medicine, nursing, nutrition science, occupational therapy, ophthalmology, optometry, physician's assistant, physical therapy, psychology, rehabilitation, social work, or speech/language pathology.
- Ability to obtain and maintain Ohio Early Intervention Service Coordinator Credentialing within the 180 day probationary period
- Must meet all agency employment requirements including but not limited to successful BCI/FBI background screen, drug screen and compliance with driver qualifications. Valid Driver's License, ability to be insurable and access to a motor vehicle. Satisfactory results of registry records checks.

DUTIES:

- Following Ohio Early Intervention Rule, provides intensive service coordination/case management for families of children who are eligible for Part C services
- Maintain child records and complete Early Intervention Program forms, files and reports
- Coordinates and, if holding the proper licensure or certification, participates in eligibility evaluations and assessments
- Provide administrative support for department

- Performs other duties as assigned

IMMEDIATE SUPERVISOR: Early Intervention Manager

LOCATION: Preble County Board of Developmental Disabilities, 200 Eaton-Lewisburg Rd, Eaton, Oh 45320

WORKING HOURS: 40 hours per week, 8:00AM to 4:00PM, flexible schedule based on individual/agency needs

SALARY and BENEFITS: \$20.69 per hour or higher, based on education and experience. Medical, dental, vision, life insurance, OPERS retirement, vacation, sick leave and flexible work options.

APPLICATIONS: Apply online at <https://www.prebledd.org> or email careers@prebledd.org for more information.

DATE POSTED: July 7, 2023

APPLICATION DEADLINE: July 28, 2023

Preble County Board of Developmental Disabilities does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.