

## **Job Opportunity: Service Coordinator**

**POSTING DATE:** 2/04/2020 – 2/28/2020

**POSITION & PROGRAM:** Service Coordinator/Early Intervention

**POSITION SUMMARY:** The Service Coordinator acts as the single point of contact for families enrolled in Ohio Early Intervention for the following:

- coordinating initial and on-going eligibility
- coordinating the Individualized Family Service Plan meetings
- assisting with developing outcomes that reflect family concerns and priorities
- assisting families with identifying and obtaining funding
- monitoring needed Early Intervention Services
- assisting families with locating and connecting to other supports and resources that are wanted and needed
- facilitate the development of a transition plan before the child's third birthday

The Service Coordinator works closely with other disciplines on the Early Intervention team to enhance the child's development and the family's abilities to be confident, competent caregivers.

As an employee of the Miami County Board of Developmental Disabilities, the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, values and family structures.

### **QUALIFICATIONS:**

- Bachelor's or Graduate's degree in psychology, sociology, child development; education, social services, or closely related field
- Ability to obtain and maintain Ohio Early Intervention Service Coordinator Credentialing within the probationary period
- Must support the Person-Centered philosophy
- Strong oral and written communication
- Competency in Microsoft Office applications
- Ability to abide by Riverside's Code of Conduct
- Satisfactory criminal background, abuser registry checks and pre-employment drug
- Possess valid State of Ohio driver's license

**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
- Other duties as assigned

**HOURS:** Monday – Friday, 40 hours per week

**SALARY:** \$20.09/hour or higher based on experience

**FLSA:** Non-Exempt from overtime

**BENEFITS:** Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule

**TO APPLY:** Please submit applications/resumes by **February 28, 2020**

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Riverside application **must** be completed

Applications are located at [www.riversidedd.org](http://www.riversidedd.org) under the Careers tab