

1st Kids, Inc.
JOB DESCRIPTION

POSITION: Intake Coordinator

SUMMARY OF GENERAL FUNCTIONS: The Intake Coordinator for infants and toddlers referred for First Steps is the facilitator for enrollment of the child and his or her family in comprehensive early intervention services and coordination of community services.

LOCATION: SPOE

REPORTS TO: Coordinator Supervisor

QUALIFICATIONS: The Intake Coordinator will have a baccalaureate degree in special education, social work, or a related field. Exceptions may be made for candidates who have experience as a First Steps Service Coordinator. S/he will have a valid Indiana drivers' license. Candidates must be in good standing with the State.

JOB RESPONSIBILITIES: The Intake Coordinator is responsible to:

1. Take referrals for his/her assigned area (and other areas as needed) and complete the intake process within the federally mandated 45 day timeline.
2. Contact each family within two business days of referral date.
3. Meet with families at times and locations convenient to the family within fourteen days of referral date.
4. Inform families of their rights in the early intervention system. Be knowledgeable and in compliance with complaint and due process procedures.
5. Conduct family interviews to determine family concerns and preferences for the child within the context of First Steps.
6. Secure all pertinent information and evaluations concerning the child which might lead to eligibility determination.
7. Review and discuss with the multi-disciplinary team all pertinent information, concerns and issues with regard to the child's development.
8. Complete the financial/cost participation and family insurance information as required by First Steps.
9. Fax PHS to physician, email referrals to ED Team scheduler, and Service Coordinator Supervisor Assistant for service coordinator assignments.
10. Notify all members of the multi-disciplinary team, including the family, with a 10 day written prior notice of all Individual Family Service Plan (IFSP) meetings including Transition meetings when appropriate. Convene the meetings with the family and team at a time and place which is convenient to them and falls within 45 days of the referral date as established by the State directive.
11. Facilitate the provision of assessments.
12. Facilitate development of the IFSP to meet the developmental needs of the child that are family centered, fiscally responsible, and with services in the child's natural

- environment. Assist with locating resources, providers, as well as the authorization and referral process to assure that IFSP services are provided in a timely manner.
13. Facilitate the completion of all necessary forms required by the State and assist the family in identifying and accessing additional resources and programs.
 14. Secure all appropriate signatures for the authorization of services and submit necessary documentation for claims to the state to assure the availability of services for the child.
 15. Submit file with complete information for data entry in a timely manner.
 16. Conduct the Transition meeting and complete the Transition Packet, including 30 month notice to the LEA, for all children that are 28 months or older at date of referral to ensure compliance with the Federal requirement.
 17. Maintain all records and documentation as required by the program including narratives for each file. Comply with RMS requests in a timely manner.
 18. Ensure that, at all times, their representation of DDRS/Bureau of Child Development Services, the Northwest Cluster, including the SPOE and 1st Kids, Inc. is accurate and family centered, and no activities are conducted that are adversarial to or inconsistent with 1st Kids, Inc. and the state program policies, regulations or practices.
 19. Abide by all state and federal procedures and guidelines for the First Steps program.
 20. Attend departmental staff meetings, state required meetings, and in-service training as scheduled or required.
 21. Maintain online calendar to reflect all appointments, meetings, and trainings.
 22. Perform other tasks that may be assigned from time to time which do not necessitate the change of this job description.

ABILITIES: The Intake Coordinator will be able to:

1. Relate comfortably, sensitively and respectfully to families and children and all potential program consumers.
2. Take responsibility for Intake Coordination activities.
3. Work effectively as part of a multi-member, multi -county, multi- disciplinary team.
4. Work in conjunction with fellow Intake Coordinators, Service Coordinators, Service Coordinator Supervisors, Director, and support staff in the day to day operations of the SPOE.
5. Maintain confidentiality in matters related to children and their families.

Employee signature

Date