

**1<sup>st</sup> Kids, Inc.**  
**JOB DESCRIPTION**

**POSITION:** LPCC Regional Coordinator

**SUMMARY OF GENERAL FUNCTION:** The LPCC Regional Coordinator will serve as the communication facilitator for the SPOE

**LOCATION:** Each SPOE

**HOURS:** 20 hours per week, some non-traditional; 12-month calendar

**REPORTS TO:** SPOE Director

**QUALIFICATIONS:** The LPCC Regional Coordinator will have a bachelor's degree in business, education, public relations, communications or a related field. S/he will have a minimum of two years experience working with the community and families. S/he will have a valid Indiana driver's license.

**NECESSARY SKILLS AND BACKGROUND:** The LPCC Regional Coordinator must be able to:

1. Demonstrate a commitment to the First Steps system, to quality and to contribute to an efficient and enjoyable work environment.
2. Work effectively with members of Local Advisory Committees as well as the Cluster Coordinating Council, First Steps personnel, parents, healthcare professionals, and community leaders who are critical to the success and effectiveness of First Steps
3. Fosters and promotes positive communication and collaborative relationships.
4. Communicates effectively with individuals and groups about First Steps.
5. Be highly organized and self directed.
6. Effectively work as part of a multi county team.

**JOB RESPONSIBILITIES:** The LPCC Regional Coordinator is responsible to:

1. Plan and coordinate, with local representatives, committee activities to meet LPCC grant outcomes (*public awareness/child find, transition, provider relations, and procedural safeguards/quality assurance*) in all counties served by the SPOE.
2. Plan and coordinate group and individual presentations regarding the early intervention system and how to access the services offered through First Steps.
3. Plan and develop written communications for the local advisory councils.
4. Follow and adhere to all federal, state and agency policies.
5. Perform other tasks that may be required for a smooth and effective functioning of child find public awareness activities within the Northeast Cluster.
6. Perform other tasks relative to the Cluster RFF as designated.

**ABILITIES:** The LPCC Regional Liaison will be able to:

1. Take responsibility for the communication and council efforts in all counties served by the SPOE.
2. Relate comfortably and respectfully to the council members, families and potential consumers.
3. Work effectively as part of a multi county team.
4. Communicate clearly (verbal and written) with community representatives, Council members, and Bureau of Child Development/FSSA.
5. Work with minimum of supervision in the day to day operations of the LPCC.
6. Maintain confidentiality in matters related to children and their families.