

1st Kids, Inc.
JOB DESCRIPTION

POSITION: Service Coordinator

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

LOCATION: SPOE

REPORTS TO: Coordinator Supervisor

QUALIFICATIONS: The Service 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 Service Coordinator is responsible to:

1. Serve as the contact for families as they access the early intervention system in his/her assigned area (and other areas as needed).
2. Inform families of their rights in the early intervention system. Be knowledgeable and in compliance with complaint and due process procedures.
3. Conduct family interviews to determine family concerns and preferences for the child within the context of First Steps.
4. Secure all pertinent information and evaluations concerning the child which might lead to eligibility determination.
5. Review and discuss with the multi-disciplinary team all pertinent information, concerns and issues with regard to the child's development.
6. Complete the financial/cost participation and family insurance information as required by First Steps.
7. 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 Review, Annual, and Transition meetings. Convene the meetings with the family and team at a time and place which is convenient to them and falls within the directive of the timelines established by the State.
8. Facilitate the provision of assessments at no cost to the family as requested by the IFSP team.
9. Facilitate the completion of all necessary forms required by the State and assist the family in identifying and accessing additional resources and programs.
10. Notify ED team members 60 days prior to the end of the current IFSP for re-determination of eligibility.
11. Develop IFSP's 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 the authorization and referral process to assure that IFSP services are provided in a timely manner.

12. 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.
13. Conduct Transition Meetings with all family's whose child is exiting the EI system.
14. Conduct the Transition meeting and complete the Transition Packet for all children between 90 and 270 days before the third birthday to ensure compliance with the Federal requirement.
15. Maintain all records and documentation as required by the program. Comply with RMS requests in a timely manner.
16. 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.
17. Abide by all state and federal procedures and guidelines for the First Steps program.
18. Attend departmental staff meetings, state required meetings, and in-service training as scheduled or required.
19. Perform other tasks that may be assigned from time to time which do not necessitate the change of this job description.
20. Maintain online calendar to reflect all appointments, meetings, and trainings.

ABILITIES: The Service Coordinator will be able to:

1. Relate comfortably, sensitively and respectfully to families and children and all potential program consumers.
2. Take responsibility for Service Coordination activities.
3. Work effectively as part of a multi-member, multi -county, multi- disciplinary team.
4. Work in conjunction with fellow Service Coordinators, Intake 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