

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

**POSITION:** Administrative Resource Manager

**SUMMARY OF GENERAL FUNCTION:** The Administrative Resource Manager serves as a resource in SPOE functions.

**LOCATION:** Remote for all SPOEs  
**HOURS:** 40 hours per week; 12 month calendar  
**REPORTS TO:** Quality Assurance and Human Resource Coordinator

**QUALIFICATIONS:** The Resource Manager will have a bachelors/master's degree in special education, social work, early childhood or a related field. It is preferred that the Resource Manager will have a minimum of three years experience working with families and at least two years of management experience with supervision responsibilities. S/he will be certified and credentialed by the state to provide service coordination to infants and toddlers and their families.

**NECESSARY SKILLS AND BACKGROUND:** The resource manager 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. Effectively administer, program planning, accompanying objectives, budget development and monitoring of programs.
3. Possess leadership qualities to motivate and support staff.
4. Be able to effectively train and mentor new staff.
5. Relate comfortably, sensitively and respectfully to consumers and potential consumers.
6. Plan and develop written communications.
7. Be proficient and be able to show leadership.
8. Be highly organized and self directed.
9. Be familiar with infant and toddler development as well as the early intervention system and experience in neonatal intensive care settings.
10. Understand processes and procedures for all aspects of SPOE functions.

**JOB RESPONSIBILITIES:** The Resource Coordinator is responsible to:

1. Develop agency trainings and training plans following state credentialing requirements.
2. Support SPOEs management teams in the supervision of administrative teams and Service Coordinators.
3. Conceptualize and administer the Service Coordination component so it is culturally sensitive and meets the needs of a demographically diverse region.

4. Work effectively with the Regional LPCC Coordinators, members of the cluster LPCC Council, as well as Local Councils, First Steps personnel, parents, healthcare professionals, and community leaders who are critical to the success and effectiveness of the First Steps system.
5. Work with the Regional LPCC Coordinator to assure that the state's Service Coordination requirements are met within the cluster.
6. Work with computer data programs that translate into the ability to work with the SPOE electronic system.
7. Participate in a state and regional network what would promote growth and development of First Steps.
8. Keep accurate and timely records including those required by First Steps, the LPCCs, 1<sup>st</sup> Kids, and any other statistics which from time to time will be required.
9. Attend meetings as required by the state, the LPCC and 1<sup>st</sup> Kids.
10. Follow and adhere to all federal and state and agency policies and procedures.
11. Perform other tasks that may be required for the smooth and effective functioning of First Steps.

**ABILITIES:** The Resource Manager will be able to:

1. Assist in supervision of SPOE employees.
2. Provide appropriate trainings to support employees in various roles.
3. Relate comfortably, sensitively, and respectfully to families and children and all potential program consumers.
4. Work effectively as part of a multi county, multi-disciplinary team.
5. Work with minimum supervision in the day to day operations of the SPOE.
6. Communicate the values of the state's First Steps system to those with whom s/he comes in contact.
7. Maintain confidentiality in matters related to children and their families.