

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

**POSITION:** SPOE Director

**SUMMARY OF GENERAL FUNCTION:** The SPOE Director will monitor and manage the cluster RFF to assure compliance with all State guidelines for payment points. S/he will supervise the LPCC Coordinators and Coordinator Supervisors with issues as related to the outcomes and strategies around Child Find/ Public Awareness, Provider Recruitment, Procedural Safeguards, Transition and Functions of the LPCCs.

**LOCATION:** Each SPOE  
**HOURS:** 40.0 hours per week; 12 month calendar  
**REPORTS TO:** 1<sup>st</sup> Kids, Inc. Executive Director

**QUALIFICATIONS:** The SPOE Director will have a minimum of bachelor's degree in special education, business, education, public relations or a related field Master's preferred. The Coordinator will have a minimum of five years experience working with families and the community, and at least three years in a management level position with supervisory responsibilities. S/he will have a valid Indiana driver's license.

**NECESSARY SKILLS AND BACKGROUND:** The 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. Effectively administrate budget development, needs assessments and monitoring.
3. Work effectively with members of the Local Planning and Coordinating Council, local advisory councils, First Steps personnel, parents, healthcare professionals, and community leaders who are critical to the success and effectiveness of First Steps
4. Foster and promote positive communication and collaborative relationships.
5. Communicate effectively with individuals and groups about First Steps.
6. Be highly organized and self directed.
7. Be proficient and be able to show leadership with regards to community needs and outreach within the cluster.
8. Effectively work as part of a multi county team.
9. Possess leadership qualities to motivate and supervise staff.
10. Relate comfortably, sensitively and respectfully to consumers and potential consumers.
11. Plan and develop written communications.
12. Be familiar with infant and toddler development as well as the early intervention system and experience in neonatal intensive care settings.

**JOB RESPONSIBILITIES:** The SPOE Director is responsible to:

1. Conceptualize and administer the grant so it is culturally sensitive and meets the needs of the demographically diverse communities within the cluster.
2. Participate in State and Regional Meetings, representing the cluster.
3. Serve as the lead spokesperson for the cluster
4. Serve as the First Steps liaison for the cluster to the Bureau of Child Development
5. Keep accurate and timely records including those required by the fiscal agent for monitoring of the payment points for the RFF, and any other statistics which may be required.
6. Follow and adhere to all federal, state and agency policies.
7. Perform other tasks that may be required for a smooth and effective functioning of the cluster.

**ABILITIES:** The SPOE Director will be able to:

1. Take responsibility for the First Steps activities as described in the RFF
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. Communicate the values of the state's First Steps system to those with whom s/he comes in contact.
6. Maintain confidentiality in matters related to children and their families.