

## **Southern Ohio Council of Governments POSITION DESCRIPTION**

**Title: Early Intervention Development Specialist (Part-time)**

**Qualifications:**

- Bachelor's degree in Nursing, Education, Social Work or allied field from accredited four-year college or university and one to two years related experience and/or training.
- Possesses the qualifications to obtain an Early Intervention Specialist Certification through Ohio Department of DD, first aid and CPR certifications.
- Ability to work independently and in a team environment. Excellent interpersonal/written communication skills.
- Knowledge of community and social services resources helpful.
- Organized, detail oriented and able to multi-task. Computer skills required.
- Valid Ohio driver's license, reliable transportation, and insurance.

**Duties:**

Perform early intervention activities in accordance with established principles and practices, SOCOG policies and procedures, and applicable laws, rules, and regulations. This is a specialized work in the coaching and supporting of parents/caregivers in activities to enhance their children's development. The employee works with considerable independence, receiving general and professional direction from the Superintendent and Help Me Grow staff. These activities may include, but are not limited to:

- Provides services in the location and with the duration and frequency specified in the Individual Family Service Plan (IFSP).
- Provides on-going services in the natural environment of families to address the developmental needs of children who have met the eligibility requirements of Help Me Grow.
- Coaches parents in developmental activities to enhance their child's development.
- Provides families with appropriate information and support to enhance their child's development.
- Completes enrollment paperwork with families and obtains required DODD documentation.
- Participates in ongoing developmental assessments.
- Keeps accurate and current learning records, attendance records and any other recorded material necessary for the efficient maintenance of the program.
- Maintains a cooperative relationship with co-workers and Help Me Grow staff. Attends Early Intervention meetings.
- Is available for attending AFSP and Transition meetings throughout the year.
- Documents service delivery and outcomes in progress notes and IFSP reviews.
- Documents all family contacts, service delivery and child developmental progress on outcomes.
- Completes assigned section of the Evaluation Team Report for children transitioning to preschool.
- Assumes other related duties as assigned by administration.
- Attends those conferences, workshops, seminars and meetings designed to enhance professional growth as permitted and/or requested by administration.
- Maintains professional ethics in keeping with the confidentiality of information and material with which he/she will come in contact.

- Serves on committees as assigned. Assists administration in preparing Board Policies relating to Early Intervention services.
- Relates program philosophy, procedures and goals to the general public in a positive manner.
- Complies, as necessary, with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.
- Complies with Individual Bill of Rights. Maintains required certifications (First Aid/CPR)

**Working Conditions:**

- Working conditions may exist that are not such as normally exist in the occupation of public employees, which may include blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.
- Travel within the SOCOG region required; may include the following communities: Athens, Circleville, Chillicothe, West Union, Georgetown, Wilmington, Washington CH, Gallipolis, Hillsboro, Jackson, Portsmouth and Syracuse.

**Supervisor:**

EI Grant Coordinator, Southern Ohio Council of Government

**Working hours:**

20 – 24 hour week, non-exempt, flexible schedule based on operational need.

*Approved by SOCOG Board on August 2, 2024*