

Position Adopted: 08/28/01  
Position Amended: 04/19/09  
Position Amended: 01/27/11  
Position Amended: 08/20/20  
Position Amended: 9/16/21

**GUERNSEY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
POSITION DESCRIPTION**

**EARLY INTERVENTION SERVICE COORDINATOR**

**Regular Hours of Work:** 8:00 a.m. to 4:00 p.m.  
\*Hours are flexible as approved by the Superintendent and may not remain constant.

**Immediate Supervisor:** \*follows a 238 annual work days plus (+) 11 state holidays  
Early Childhood Manager  
Superintendent or his/her designee

**Department:** Early Intervention

**Qualifications:**

- Minimum of an Associate's Degree in early childhood, social work, nursing, a related discipline, or a registered nurse.
- May be required to have an Ohio Department of DD registration and shall meet the requirements of Rule 5123:2-5-05 of the Administrative Code.
- May be required to obtain Licensure in their profession.
- Must be able to push, pull, bend, and lift at least 50 pounds.
- Must have personal transportation available during working hours.
- Must maintain a valid Ohio driver's license and maintain a status of insurability for motor vehicle insurance with the county's insurance carrier.
- Must maintain insurance coverage on personal vehicles used in the performance of job duties for the Board in accordance with Board Policy.
- Must be able to physically maneuver persons who are handicapped and/or non-ambulatory.
- Must obtain C.P.R. and First Aid certification within six (6) months of employment and maintain those certifications throughout the term of employment.
- Employment contingent upon successful completion of a satisfactory report of the State Bureau of Criminal Identification and Investigation and/or County or Local Law Enforcement Agency as required by Section 5123.081, Ohio Revised Code and a physical examination including a drug and alcohol screening.

**FLSA:** Overtime Non-exempt

**Status:** Classified

**Probationary Period:** 365 Days

**Essential Functions and Responsibilities:**

- Travel to and conduct visits in the natural environment of families with children that meet eligibility requirements.

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- Instruct families in various aspects of parenting such as child development, care and discipline, home management and safety, health, meal planning, preparation and nutrition according to the needs identified.
- Monitor services and outcomes on the IFSP (Individual Family Service Plan) and complete required curriculum paperwork.
- Assess children and families to determine weaknesses and strengths as well as family supports, using the family directed assessment (FDA) and observation.
- Guide families through the process of identify outcomes for their child and family for the IFSP.
- Develop Individualized Family Service Plans or Family Plans to meet identified needs and necessary supports for the child and family.
- Maintain contacts with families per Ohio Department of Developmental Disabilities (DODD) recommendations to ensure children receive appropriate care needed for overall growth.
- Use assessment, interviewing, and communication techniques to assure consumer rights, consent and confidentiality.
- Demonstrate competence in family counseling techniques and procedures, especially those applicable to new parents, parents at risk for child abuse or neglect, and dysfunctional families.
- Systematically collects and records data that is comprehensive and accurate of the child, family, and community.
- Collect data in the areas of health histories, social/emotional assessment, growth and development, mental/emotional status, family dynamics, economic, environmental, legal, and cultural.
- May be required to administer evaluation tool and/or provide Informed Clinical Opinion to establish a child's eligibility.
- Monitor 45 days, transition and timely receipt of service to ensure compliance with Ohio Department of Developmental Disabilities rule.
- Collect data related to risk factors of health and the environment.
- Refer children for evaluation for developmental delays.
- Serve as an integral team member to assure that needed services are provided to families including activities in child find, parent support, community events, playgroups and developmental evaluations.
- Understand and implement policies as established by the Guernsey County Board of DD, the Family and Children First Council and the Ohio Department of Developmental Disabilities.
- Collect and enter required information into Early Intervention Data System (EIDS).
- Make the initial two-day contact required after each new referral.
- Contribute to the Early Intervention Newsletter to families and agencies.
- Facilitate delivery of medical/health, education, and social services by directing and assisting all referrals to providers and agencies with parental approval.
- Conduct follow up on referrals and assist families in making necessary appointments and maintain telephone or written contact with families.
- Prepare required reports and records such as case notes, documentation of visits, case management contacts, tracking of missed appointments, data base of case load, as well as correspondence to families, physicians, and other service providers.
- Complete Informal Concern Reports, Unusual Incident Reports (UIR) and/or Major Unusual Incident (MUI) reports when applicable and respond with recommendations to these reports.

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- Promote public awareness of the Early Intervention Program through various media forum, community activities, personal contacts, and distribution of information.
- Identify transportation resources for families when need is identified.
- Attend staff meetings and confer or meet with other parties involved in the Early Intervention Program.
- Attend community meetings as an Early Intervention representative as assigned by the Early Childhood Manager.
- Actively promote good public relations with parents, advocates, community organizations, professionals and other interested parties.
- Must understand and practice professional ethics of a public employee.
- Is considered a confidential employee and must keep the information and materials upon which he/she may come in contact with confidential.
- Ability to cope with stressful situations as related to individuals with developmental disabilities.
- Model at all times, appropriate social and moral behavior as a public service employee directly responsible for the service to individuals with developmental disabilities as supported by public monies and not be under the influence of alcohol or narcotic drugs.
- Participate in in-service training sessions.
- Knowledge of HIPAA Regulations as they relate to the County Board.
- Is a mandated reporter for all reports of abuse, neglect, and exploitation/misappropriation for all children and adults aged, blind and/or disabled.
- Must report all Unusual Incidents (UI) and Major Unusual Incidents (MUI) as outlined in the MUI procedures and report suspected or actual abuse/neglect instances to Supervisor and/or SSA on-call.
- Promote good public relations with parents, advocates, community organizations, professionals, and other interested parties.
- May be required to transport individuals that we serve and/or their families.
- Will perform any and all duties as required and directed.

**NOTE:**

Working conditions may exist that do not normally exist in the occupation of the public employee. These conditions may include exposure to blood-borne pathogens, communicable disease, potentially infectious materials and/or aggressive or other maladaptive behaviors.

Program operates on twelve (12) months per year.

Normal program hours may be: 1,992 plus (+) more or less

Normal program operations usually include 238 days plus (+) the board celebrates 11 state holidays.

This figure is not a guarantee to any employee that he/she shall work that number of hours.

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**The Guernsey County Board of DD does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, military status, genetic information, sexual orientation, gender identity, Family and Medical Leave, protected veteran status or other protected by law.**

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**Specifications:**

As an employee of the Guernsey County Board of Developmental Disabilities, I agree to comply with all Board policies at all time and shall demonstrate respect for, support dignity of and observe the rights of all individuals served by the agency.

I will work to ensure and maintain effective relationship with other employees, program participants, parents/guardians and state and local community service agencies.

I will adhere to all local, state and federal laws and Guernsey County Board of Developmental Disabilities policies and procedures.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access the Guernsey County Board of DD policies and procedures, including the Compliance Plan, and agree to abide by its contents. I acknowledge that I am required to remain substance free.

Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by board policy.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date