

Job Title: Early Intervention Supervisor

Opening Date/Time: Fri. 07/31/15 12:00 AM Eastern Time

Closing Date/Time: Fri. 08/14/15 11:59 PM Eastern Time

Salary: \$60,781.50 - \$103,213.50 Annually

Job Type: Full-Time (PF)

Location: Prince William County, Virginia

Department: COMMUNITY SERVICES

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Prince William County Community Services is seeking qualified applicants to fill a full time Early Intervention Supervisor position. Located within easy commuting distance from Washington, D.C. and Northern Virginia, Prince William County is a diverse and dynamic community where we treasure our past and the promise of our future. Come join a team that values quality service, integrity and accountability.

Successful candidates will have experience supervising a large staff of professionals in an Early Intervention program (supervising Service Coordination staff and/or Therapy and Education staff), have experience coordinating and scheduling interagency evaluations and IFSP teams, have an extensive and thorough knowledge of Part C of Virginia procedures and mandates pertaining to Service Coordination, Service Provision, Documentation and Billing requirements and Personnel Standards.

PREFERENCES:

Experience 1-2years' experience supervising staff in an Early Intervention Program.
Infant Information Center Supervisor candidates preferably will have this experience supervising Service Coordination staff and PIE Supervisor candidates will preferably have this experience supervising PT, OT, SLP and education staff.
Thorough knowledge of the duties and responsibilities of Service Coordination services in a Part C of IDEA/Early Intervention program in Virginia.

General Definition of Work, Typical tasks, Knowledge, Skills and Abilities:

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

GENERAL DEFINITION OF WORK:

Performs difficult professional work in coordinating, tracking and participating in an interagency system of early intervention services designed to provide a range of clinical and supervisory family support services to families of infants and toddlers with developmental disabilities. Work involves coordination of service delivery across agency lines, supervision of staff from multiple professional disciplines, coordination of comprehensive system of Child Find, discharge/transition planning across agency lines, services with Medicaid Managed Care providers, developmental screening/assessment, intervention, and consultation with family members and other professionals/agencies, working with the family for clients with varying degrees of developmental disabilities. All work is performed in accordance with rules and regulations pertaining to the Individuals with Disabilities Education Act.

Work is performed under general supervision of Early Intervention Interagency Program Manager. Incumbent exercises independent judgment within established policies, procedures, and professional guidelines. Work which is complex or involves ethically or politically sensitive issues is performed under supervisory guidance; and reviewed through observation, conferences, reports and results obtained. Supervision is exercised over subordinate professional staff,

students and volunteers.

TYPICAL TASKS:

Provides clinical and first-line administrative supervision of interagency early intervention team;
Provides supervision over subordinate professional personnel, students, and volunteers;
Develops performance contracts and completes merit performance evaluations for subordinate staff;
Coordinates clinical activities with other Community Services teams;
Provides specialized clinical assistance to reimbursement office with respect to billing for early intervention services;
Coordinates and schedules interagency interdisciplinary evaluation and IFSP teams;
Implements comprehensive system of public awareness and Child Find in accordance with interagency priorities and local policies and procedures; maintains and orders adequate supply of public awareness materials within budget guidelines as determined by interagency coordinating council; supervises and assures developmental monitoring of at-risk children not yet eligible for early intervention services;
Implements interagency system of client service coordination including training and technical assistance to service coordinators from multiple agencies;
Assigns and monitors caseload of interagency staff, contractors, Medicaid HMOs and assures service delivery for all eligible families within Federal timelines;
Assists in hiring and administrative tasks; provides new employee orientation and training;
Assures coordination with interagency transition specialist and three local school divisions;
Monitors and implements interagency data collection mechanisms;
Provides presentations, training, and consultation to community groups on a wide variety of complex issues and topics related to early intervention and the Individuals with Disabilities Education Act;
Plans, implements and participates in-service training and professional development activities;
Participates in staff meetings and in interagency meetings and activities as assigned;
Monitors equipment and early intervention materials for safety and compliance with infection control procedures;
Makes recommendations for ordering new/replacement equipment or materials within budget limitations;
May provide developmental screening across developmental domains and makes recommendations for further developmental assessment as needed to prevent waiting list for entry into early intervention system;
Participates as member of interdisciplinary interagency evaluation team, interprets assessment results, and determines eligibility for services to develop Individualized Family Service Plan; assists in determining family priorities, resources, and concerns; identifies available community resources; recommends type, frequency, and intensity of services necessary to meet IFSP outcomes;
May implement strategies and activities across developmental domains for outcomes listed in IFSP, with particular emphasis on domains related to disciplinary expertise for enrolled families as needed during periods of high enrollment;
May conduct intervention sessions in center, home and community settings for children with a wide variety of developmental disabilities as needed during periods of high enrollment;
May conduct parent and/or other caretaker training in related early childhood special education or physical, occupational, or speech therapy activities and techniques as needed during periods of high enrollment;
Maintains regular contact with physicians and specialists providing therapy prescriptions;
Reviews and maintains client records; may prepare evaluations, home programs, and progress reports during periods of high enrollment;
Assures utilization of other community resources; may provide service coordination during periods of high enrollment.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the philosophy, objectives, practices and early intervention techniques related to physical, occupational or speech therapy, and treatment as related to infants and young children with developmental disabilities;
thorough knowledge of philosophy, intent, and rules/regulations pertaining to Individuals with Disabilities Education Act;
thorough knowledge of the principles and practices of intervention, intake, screening and evaluation techniques;
thorough clinical knowledge of early intervention philosophies of early childhood development and disabilities; thorough knowledge of medical, social and environmental factors which influence infant development; some knowledge of mental health, substance abuse, and mental retardation services and ability to coordinate services and interface with other Community Services teams; ability to conduct interviews and effectively work and consult with families; ability to communicate ideas clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with young children, families, team members and professionals from multiple disciplines and other community agencies; general knowledge of procedural safeguards related to the Individuals with Disabilities Education

Act and ability to assist staff and families in filing a procedural safeguard complaint; ability to prepare and maintain proper records and reports.

Education and Experience:

Any combination of education and experience equivalent to a Master's degree in physical, occupational or speech therapy or early childhood special education; and 2-3 years experience working with infants and young children with developmental delays or disabilities and 1-2 years supervisory experience in an early intervention interagency setting; or a Master's Degree in Social Work with a L.C.S.W. License (Licensed Clinical Social Worker) applicable to the work assignment in the Infant Information Center.

Special Requirements:

Must possess appropriate Virginia license/certification to practice physical, occupational, speech therapy or early childhood special education;
Must possess a valid driver's license;
Must pass DMV record check;
Must pass TB test;
Offer of employment is contingent upon candidate passing a fingerprint based National Criminal History Check;
Certification in first aid and infant cardiac pulmonary resuscitation within 30 days of hire.

Child Protective Services Requirements: Effective 1999, mandated by the Department of Behavioral Health and Developmental Services 12VA35-105-400 rules and Regulations for Licensing Providers by the Department of Behavioral Health and Development Services related to Criminal Registry Checks, a search of the registry of founded complaints of child abuse and neglected maintained by the Department of Social Services.