

Easter Seals UCP North Carolina & Virginia, Inc.
Early Intervention Service Coordinator/Case Manager
Salem, Virginia

POSITION DESCRIPTION

Position Summary: Early Intervention Service Coordinators are responsible for providing quality Early Intervention Services to children from birth to age 3. Primary responsibilities include coordinating services, ensuring the success of Individualized Family Service Plan (IFSP) teams, assisting with transition planning and serving as a resource for caregivers.

Essential Job Functions:

- I. Provides services to clients
 - Provides service coordination to children and families
 - Assists with referrals to appropriate childcare providers and other needed services
 - Provides families with developmental information and activities
 - Assists families in accessing community resources
 - Maintains a resource listing of disability and agency information
 - Performs individual needs assessments and assist with the development of child and family outcomes
- II. Collaborates with program staff, the community, families, and other therapists
 - Facilitates IFSP meetings and ensure that all pertinent information is conferred to all team members, and that appropriate actions are being taken
 - Collaborates with community agencies to ensure distribution of program information to target population
 - Collaborates with community agencies to provide disability and early childhood development training
 - Coordinates and attend transition conferences for Part B school services.

Minimum Qualifications:

- Bachelor's degree from accredited four-year college/university in Early Childhood Education, Child Development, Special Education or a related field.
- Experience working with young children in their natural environments is preferred.
- Knowledge of child development and recommended practices in service provision for children with or at risk for developmental or behavioral/emotional disabilities.
- Experience working with a multidisciplinary team preferred.
- Ability to work independently with minimal supervision.

Essential physical requirements:

- Possess the visual acuity to develop written correspondence and determine accuracy, neatness and thoroughness of the work assigned.
- Able to physically perform the basic life operational functions of talking, hearing, sitting for long periods of time and performing repetitive motions, such as using a computer.
- Able to speak audibly and write legibly.
- Ability to drive a motor vehicle for work purposes.

To apply please CTRL/CLICK the following link:

[Service Coordinator/Case Manager](#)

Questions – Call Human Resources at (540) 777-7325 ext. 1547