

## Service Coordinator/Developmental Specialist

Goochland Powhatan Community Services is seeking a Service Coordinator/Developmental Specialist to be part of a transdisciplinary team serving infants and toddlers age birth through two years and their families in the child's natural environment. The incumbent will be responsible for completing intakes with families and helping them along the service pathway, entering data into the agency and Part C databases, coordinating services to families, coordinating assessment and IFSP teams, participating in IFSPs as needed, obtaining insurance authorizations, obtaining medical records, coordinating activities with other team members, attending State Part C and Medicaid trainings, and exploring community resources. If the incumbent has Professional licensure and certification, the job will also include assisting in determination of eligibility, assisting in developmental assessments and IFSP's as a professional, and assisting families in developing the skills that they need to help their child in meeting the goals they have established for their child. The incumbent will receive and provide consultation with other therapists on the team for cross training purposes. The incumbent will be responsible for completing all documentation requirements established by DMAS and Part C within required timelines.

### Qualifications:

1. Minimum Bachelor's degree and eligibility for licensure as a Technical Professional or Educator (if applicable).
2. Early Intervention Certification (under Part C) as a Targeted Case Manager/Service Coordinator or eligibility for certification required. Eligibility for Early Intervention Professional certification preferred.
3. Current CPR/First Aid Certification or intent to obtain.
4. Experience in working with infants and toddlers preferred.
5. Experience in working with families preferred.
6. Experience in working across traditional disciplines preferred.
7. Experience in working as part of a team preferred.
8. Valid driver's license.

GPCS serves residents of both Goochland and Powhatan Counties. The Early Intervention Program is based in Goochland County but provides services in homes and other community settings in both counties. This is a full-time position. The minimum salary for this position is 38,002 and is negotiable based on experience and qualifications. Generous benefits package. Closes 9/25/20. Equal opportunity employer.

Full job description and agency application are available online at [www.gpcsb.org](http://www.gpcsb.org) or by calling 804-556-5400.