

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

Approved 03/26 \_\_\_\_\_

|                                    |   |
|------------------------------------|---|
| <b><u>POSITION</u></b>             | Service Coordinator<br>Classified/Non-Exempt<br>Part-Time Max 29/hrs. wk. |
| <b><u>LOCATION</u></b>             | 135 East Maumee Avenue, Napoleon, OH 43545<br>*Remote Eligible Position   |
| <b><u>DEPARTMENT</u></b>           | Early Intervention  |
| <b><u>NORMAL WORKING HOURS</u></b> | Monday-Friday, 8 a.m.-4 p.m., may vary according to need                  |
| <b><u>SUPERVISION CONTROL</u></b>  | The Service Coordinator is supervised by the Early Intervention Director. |
| <b><u>POSITIONS SUPERVISED</u></b> | N/A   |

**JOB DUTIES AND MINIMUM ACCEPTABLE CHARACTERISTICS**

The Henry County Board of DD has established job duties which must be performed by a Service Coordinator in accordance with work rules and Board policy/procedures. The following qualification standards are necessary to measure actual ability to perform essential functions of the job.

**85% OF POSITION RESPONSIBILITIES:**

Develops and documents child and family goals and corresponding services, supports, and training in a written Individual Family Service Plan utilizing the principles of Family Centered Planning. Coordinates all services indicated on the Individual Family Service Plan and provides direct services, as necessary. Completes all necessary paperwork accurately and within the expected timelines.

Accurately prepares or completes necessary forms, correspondence, case notes specific to the funding source, and other reports/plans as required. Case notes shall clearly document services provided and follow-up required. Required to assist in data collection. Write goals and objectives in accordance with DODD rules and IFSP's.

Serves as a team member for families and children. Maintains and fosters communication with the family and other members of the interdisciplinary team to assure the needs of the families/children are being met. Maintains professional ethics and confidentiality of information regarding individuals served.

Advocates for the child and family's rights and needs. Refers to participants of other social service agencies as needed. Identifies, utilizes, natural and community supports. Address development of enrollees in areas of cognitive, play, language, motor development, daily and social skills, as well as sensory.

Monitors the delivery of services, supports and training provided by the Henry County Board of DD, other agencies, and persons important in the life of the child and family. Assures services are in compliance with local, state, and federal regulations. Maintain a working knowledge of the EI system and rules.

Insure assigned enrollees' files are accurate, complete, and up to date. Develops and implements a yearly schedule of developmental screenings, evaluations, family assessments, and IFSP review. Participates effectively in interdisciplinary team process.

**15% OF POSITION RESPONSIBILITIES:**

Attends conferences and seminars as required. Participates in in-service training as required. Participates in community screenings and transition process.

Makes positive contributions which promote achievement of HCBDD and EI mission and goals to facilitate a

positive climate for staff and those we serve. Related program philosophies to the public in a positive manner.

Assume other related duties as assigned by the Superintendent.

### **MINIMUM QUALIFICATIONS**

A minimum of an associate's degree in early childhood or related field. Preferred 2-3 years' experience working with birth-2-year-olds and their families.

Required to obtain & maintain the Help Me Grow Service Coordinator Credential 1.

CPR training (infants & toddler module)

Must have knowledge of local community resources and social systems serving children birth to five.

Must have knowledge of typical and atypical infant/toddler growth and development.

Maintain a valid Driver's License for the purpose of transporting individuals served and/or operation of a Board owned vehicle. Employee must possess/maintain an acceptable motor vehicle record as established by Board policy. Employee must provide proof of liability insurance per Board procedure. Must be able to travel locally and statewide.

Receipt of satisfactory criminal background reports in accordance with ORC 3319.39 and/or OAC 5123:2-2-02.

Receipt of acceptable Ohio Department of DD Abuser Registry, Attorney General's Office Ohio Offender Watch/Sex Offender Registry, System for Award Management, Ohio Nurse Aide Registry, Exclusions: OIG, and Office of Ohio Department of Rehabilitation and Corrections Offender Search as a condition of employment and yearly thereafter.

Must be able to lift, carry and move office supplies and equipment required for day-to-day operations.

Must be able to interact using appropriate and necessary techniques with persons who may display aggressive behaviors and/or provide special health care needs to individuals with developmental disabilities.

Must have strong functional skills to organize information logically, communicate clearly, analyze/solve problems, and relate effectively to people. Will organize and prioritize a number of projects simultaneously and prepare meaningful reports. Must be able to meet time frames and designed due dates. Must be able to make use of computers or other technology for prolonged periods of time, and provide other forms of documentation requiring extensive writing, if applicable.

Must have the ability to relate program philosophy, procedures, goals to the general public in a manner representative of our mission to serve individuals with developmental disabilities. The employee shall serve as a role model to our individuals who are receiving services. The employee shall maintain professional ethics, protecting the confidentiality of the individual's private life, and other situations, events which must remain confidential.

Must have the ability to communicate effectively with others using the spoken word and communicate in writing clearly and concisely. Must have the ability to appreciate and be sensitive to the feelings of others and attempt to reach outcomes that gain the support and acceptance of all or part of participants. Must have the ability to present information publicly. Must be able to complete assigned tasks given large caseloads, stressful situations, and emergencies.

Must have the ability and analytical skills to use critical thinking and reasoning to solve a problem. Must have the ability to pay attention to the minute details of a project or task while seeing a project to completion. Must have the ability to take care of the persons served needs while following the board's policies and procedures. Must have the ability to appreciate and be sensitive to the feelings of others and attempt to reach outcomes that gain the support and acceptance of all or part of participants.

Function as a liaison between stakeholders and as an advocate to ensure the right for choice to

live, work and participate in the community.

Must have the ability to establish and maintain a good rapport and effectively cooperate with staff, families, individuals who are receiving services, care providers, advisory boards, volunteers, and the public.

The employee shall endeavor to provide dependable service to the agency and refrain from excessive, abusive use of leave for illness of self or immediate family members. Employee shall adhere to their established work schedule and will ensure timely arrival to work.

Responsible for having knowledge of Board policies/procedures and work rules.  
Must have the ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is performed primarily in an indoor activity-based setting, production floor setting, a vehicle and/or an occasional community setting. Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate a vehicle; and to verbally communicate to exchange information.

**REASONABLE ACCOMODATIONS STATEMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**MISSION STATEMENT**

The Henry County Board of Developmental Disabilities is committed to “Creatively working in partnership with eligible individuals and their families to discover, pursue, and achieve what is important to them.”

**PROBATIONARY PERIOD**

Will have a 120-day probationary period.

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

I understand and will perform the duties and requirements specified in this job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelly Aldrich, Superintendent

\_\_\_\_\_  
Date