

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

Revised 07/23\_\_\_\_\_

**POSITION** Service Coordinator  
 Classified/Non-Exempt/Professional  
 Full-Time

**LOCATION** HOPE Services  
 135 East Maumee Avenue, Napoleon, OH 43545  
 \*Remote work Eligible Position

**DEPARTMENT** Early Intervention

**NORMAL WORKING HOURS** Monday-Friday, 8 a.m. – 4 p.m., varies according to need

**SUPERVISION CONTROL** The Service Coordinator is supervised by the Director of Early Intervention

**POSITIONS SUPERVISED** 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.

25%	May develop and document child and family goals and corresponding services and supports 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 expected timelines	Minimum of Bachelor's Degree with 2-3 years' experience working with birth-2 year olds and their families. License in one of the following: counseling, early childhood education when licensed for ages three through eight, grades kindergarten through third, or special education; early intervention; hearing impairment intervention; medicine; nursing; occupational therapy; physical therapy; psychology; psychiatry; social work; speech-language pathology; visual impairment intervention; or a professional license to diagnose and treat mental and emotional disorders.  Required to obtain & maintain the Help Me Grow Service Coordinator Credential 1. CPR training (infants & toddler module)
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15%	<p>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.</p> <p>May write outcomes and strategies in accordance with DODD rules for IFSP's.</p>	<p>Must have knowledge of local community resources and social systems serving children birth to five.</p> <p>Must have knowledge of typical and atypical infant/toddler growth and development.</p>
15%	<p>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 needs of the families/children are being met. Maintains professional ethics and confidentiality of information regarding individuals served.</p>	
10%	<p>Advocates for the child and family's rights and needs. Refers to participants of other social service agencies as needed. Identifies and utilizes natural and community supports. May address development of enrollees in areas of cognitive, play, language, motor development, daily and social skills, as well as sensory.</p>	<p>Must have the ability to assess service delivery and communicate effectively with providers. Must have the ability to write, articulate correspondence and communicate clearly both orally and in writing. Must have the ability to mediate differences and obtain resolution to conflict situations. Must have the ability to relate to children and families in a supportive manner.</p> <p>Responsible for having knowledge of Board policies/procedures and work rules.</p>
10%	<p>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.</p>	
10%	<p>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.</p>	
5%	<p>Attends conferences and seminars as required. Participates in in-service trainings as required. Participates in community screenings as requested. Participate in transition process.</p>	
5%	<p>Makes positive contributions which promote the achievement of HCBDD and EI mission and goals to facilitate a positive climate for staff and those we serve. Relate program philosophies to the public in a positive manner.</p>	
5%	<p>Perform other related duties as required.</p>	

**WORK CONDITIONS**

Good working conditions. Possible exposure to bloodborne pathogens, bodily secretions and communicable diseases. Continual exposure to child’s natural environments.

**USUAL PHYSICAL DEMANDS**

This position requires the ability to move, assist, and transfer individuals up to 50 lbs either manually or using adaptive means to meet personal, health and safety needs of children. Must be able to be on the floor and go up and down several times throughout the day.

**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.”

**EMPLOYEE UNDERSTANDING AND AGREEMENT**

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

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Signature of Agency Representative

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

\_\_\_\_\_  
Date