NEW 9-05-93

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Early Intervention Preliminary Service Coordinator	CODE: 01061
	MAJOR AGENCIES: General Health Districts	JURISDICTION: County

FUNCTION: Under general supervision from director of nursing, travels & conducts home visits of families with children, ranging in age from 0-3 years, who need early intervention services because they have developmental delay or have diagnosed medical disorder or physical or mental condition with high probability of resulting in developmental delay, evaluates/assesses children & their families, develops Individualized Family Service Plan accordingly & facilitates delivery of medical/health, education & social services to meet identified needs;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	41-47	Travels & conducts home visits of families with children, ranging in age from 0 to 3, who need early intervention services because they have developmental delay or have diagnosed medical disorder or physical or mental condition with high probability of resulting in developmental delay, evaluates/assesses children's weaknesses & strengths & family's emotional support, develops Individualized Family Service plan to meet identified needs & maintains regular contact with families to ensure children receive appropriate care deemed necessary for overall growth.	Knowledge of (1) nursing, social work, special or early childhood education, child development or like field, (2) available services for & agencies serving infants & toddlers at risk*, (3) provisions of PL 99-457 & eligibility criteria*, (4) counseling, (5) interviewing; ability to (6) evaluate/assess children's weaknesses & strengths & family's emotional support & develop individualized family service plan to meet those needs, (7) gather, collate & classify information about data, people or things, (8) establish good rapport with children & their families. (*)Developed after employment.

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS (including license, if any.):
Requires travel; must be able to provide own transportation.	Completion of undergraduate core program in nursing, social work, special or early childhood education, child development or like academic field (or 2 yrs. exp. working with infants & toddlers & their families to evaluate/assess needs & establish service delivery accordingly); or equivalent. Must be able to provide own transportation.

NEW 9-05-93

OHIO CLASSIFICATION SPECIFICATION Developed for Equal Opportunity	CLASS TITLE: Early Intervention Preliminary Service Coordinator	CODE: 01061
	MAJOR AGENCIES: General Health District	JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	20-26	Facilitates delivery of medical/health, education & social services (e.g., directs & assists all referrals to providers & agencies with parental approval; conducts follow-up on referrals; assists families in making necessary appointments for child; maintains telephone contact with families; acts as advisor to families who coordinate their own services; participates in child-find activities or systems; develops & uses communication systems with all involved service providers & family).	Knowledge of 1, 2*, 3*; 7, 8, (9) handle routine & sensitive contacts with medical, health, educational & social services agencies & other governmental officials.
3	17-23	Prepares required reports & records (e.g., documents visitations & case management contacts; tracks missed appointments; prepares correspondence to families & other service providers); operates computer to enter data to update family information & enter new referrals into system; processes quarterly report.	Knowledge of 1; skill in (10) operation of computer*; ability to 7, (11) prepare & maintain accurate reports, records & business correspondence.
4	10-16	Promotes public awareness of early intervention program through various media forum (e.g., TV & radio announcements; booths at health fairs; distribution of brochures); meetings with community persons); confers or meets with other parties involved in early intervention program (e.g., information & referral coordinator to discuss schedule & caseload; early intervention specialist from county board of MR/DD concerning referrals to board); attends training & in-services to maintain appropriate job skills.	Knowledge of 1, 2*, 3*, (12) public relations; ability to 7, 9, (13) participate as effective member &/or leader of interdisciplinary team.

(*)Developed after employment.