

Position Title: Intervention Services Specialist

Department: Quality

Hiring Range \$32,000 - \$41,000

FLSA Status: Non-Exempt

Reports to: Program Services Manager

Created by: Susanna Wong-Jans

Created on: 01/10/2020

Approved by: Amanda Kelkenberg

Approved on: 01/10/2020

**GENERAL DESCRIPTION:** Responsible for tracking ASQ Data, documenting intervention services following up on intervention services and providing resources to families, providers, and community. Providing intervention screenings; hearing and vision with follow up documentations for Osceola County.

**ESSENTIAL JOB FUNCTIONS:**

1. Has primary responsibility for screening collection process and daily maintenance of provider tracking mechanism to include emailing and phone calls to providers—to ensure the highest level of screening completions.
2. Generates monthly status report on children who are in need of screening and children who have been screened. Maintains records of uncompleted screens.
3. Assists Program Services Manager with child care provider contacts which may include phone calls, setting appointments, mailings, drop-off and pick-up of materials to the extent needed to reach required developmental screening and inclusion goals.
4. Responsible for all follow-up of children no longer attending the center identified by eligibility records. Includes review of tracking and other available resources for new placement and re-mailing of materials if new placement is identified.
5. Prepares screening summary reports and parent resource materials for mailings to parents and providers.
6. Coordinates with Program Services Manager on provider non-compliance issues.
7. Conducts hearing and vision screening for children identified as indicated by Coalition procedure and tracks for follow-up.
8. Verifies existing permissions and obtains new permission forms as needed.
9. Enters accurate data into the Technical Assistance, Training, Monitoring, and Child Assessment databases to effectively track all children and providers per contract outcomes. Assists in preparing all required reports.
10. Maintains electronic records of all children served by department. Prepares correspondence, assists with creation of and revision of new or existing written materials, data entry and other keyboarding needs of the program.
11. Responsible for communicating new provider educational and other needs to Program Services Manager.
12. Prepares screening forms and other materials for mass mailing to child care providers as per current contract requirements.
13. Maintains all resource files utilized by Early Intervention to include copying, restocking, and updating.
14. Assists in peer reviews to ensure program completeness of documentation and compliance with contracts.
15. Assists with special events, community presentation and other promotional activities.
16. Participates in the Agency's Quality Improvement Program as assigned.

**General Requirements**

1. Act in accordance with agency vision and mission
2. Attendance and participation in professional conferences, trainings, statewide and regional meetings, Coalition meetings, and other events as identified
3. Work harmoniously with coalition members, and coalition staff, early education care agencies and the community at large as appropriate
4. Assists Chief Executive Officer and /or Supervisor with special projects as identified
5. Other duties as assigned



**EARLY LEARNING COALITION OF OSCEOLA COUNTY**  
**INTERVENTION SERVICES SPECIALIST**

{Above are essential functions of the job. The Early Learning Coalition of Osceola County promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.}

[This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.]

**MINIMUM REQUIREMENTS:**

Candidate should possess:

1. A Bachelor's Degree in Early Childhood Education, Special Education, or related field preferred
2. A minimum of three (3) years successful teaching experience with children with special needs and one (1) year experience as a grade-level chairperson, team leader, or resource teacher OR five (5) years early learning classroom experience working directly with children with special needs
3. Knowledge and experience with Inclusion, child assessment tools, and ASQ requirements.
4. Knowledge of general office equipment including copier, fax, and computer
5. Proficient skills in the use of Microsoft Office including Word, Excel, Power Point and Outlook
6. Proficient skills in the use of Microsoft Publisher (preferred)
7. Ability to develop and maintain effective records practices
8. The ability to multi-task and meet aggressive deadlines
9. Strong oral, written and presentation skills
10. Strong communication and problem solving skills
11. Professional appearance and presentation
12. Professional and courteous attitude

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

1. Possession of a valid Florida Driver's license and daily access to reliable transportation to and from work and for local work-related travel.

**ESSENTIAL PHYSICAL SKILLS:**

1. Ability to operate a computer for extended periods.
2. Ability to sit for extended periods while performing job functions.
3. Must be able to assist with lifting of heavy boxes occasionally.

**ENVIRONMENTAL CONDITIONS:**

1. 50% office and 50% home office environment

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

**ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All requirements are subject to change over time.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

**EMPLOYEE:** \_\_\_\_\_  
**SIGNATURE** **DATE**

**SUPERVISOR:** \_\_\_\_\_  
**SIGNATURE** **DATE**