

# Innovative Services NW Job Description

## Family Resources Coordinator



**CLASSIFICATION:** 22

**HOURLY/SALARY RANGE:** \$16.50 - \$18.00 per hour

**REPORTS TO:** CLINIC MANAGER

**EFFECTIVE DATE:** 9/1/2020

**SUMMARY:** Provide support services for children and families participating in the Early Intervention program, by conducting developmental screenings, identifying community resources, providing referrals and follow up to meet IFSP goals, and transition of the child to school district services at age three.

### **ESSENTIAL FUNCTIONS:**

- Conduct outreach to recruit and enroll children and families in the Early Support for Infants and Toddlers (ESIT) Early Intervention program.
- Conduct developmental screening appointments in coordination with Education Service District 112 (ESD112) Family Resources Coordinators (FRC) and Intake Coordinator.
- Assist with development and implementation of Individual Family Service Plans (IFSP).
- Assist with development of transition plans to public school district services.
- Develop partnerships with community agencies to identify resources to support the IFSP.
- Facilitate collaboration and communication between professionals and parents involved with the child.
- Compile data using the state data management system (DMS); submit required forms, evaluations, and data reports to meet ESIT program standards.
- Consult with various internal programs on request.
- Schedule intake and client appointments within IFSP guidelines and to maximize productivity.
- Utilize technology as effective communication, planning, and instructional tool; To include video conferencing with families.
- Attend and participate in organizational meetings and trainings as requested; To include meetings at Innovative Services NW and ESD112.
- Adhere to safe work practices and procedures.
- Participate in departmental and agency meetings.

### **COMPETENCIES:**

- Strong Communicator
- Client- and Family-Centered
- Professionalism and demonstrated knowledge of ethical conduct
- Strong Problem Solving and Analysis

### **SUPERVISORY RESPONSIBILITY:**

- None

### **WORK ENVIRONMENT:**

- Indoor clinic setting with ambient room temperature; lighting; moderate noise typical of children's activities and communication; equipment traditional of an office or therapy clinic setting.
- Moderate exposure to body fluids and working in the home or clinic environment

**PHYSICAL DEMANDS:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

Individuals will frequently be required to stand; walk; bend, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee must occasionally lift and or move up to 40 pounds using proper lifting techniques.

**AN EQUAL OPPORTUNITY EMPLOYER**

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### POSITION TYPE AND EXPECTED HOURS OF WORK:

- Non-exempt. Full Time – 32-40 hours a week, depending on program needs.
- Extended or flexible hours as necessary.

TRAVEL: Frequent travel within Clark County

### REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

- Bachelor’s degree in human development and experience working with infants and toddlers and their families OR an Associate’s degree and two years of experience working with infants and toddlers and their families.
- Strong computer skills with an emphasis on Microsoft Office
- Ability to multi-task, prioritize, problem-solve and meet expected deadlines with attention to details
- Speak and write English with proficiency
- Must pass a criminal history background check
- Current First Aid and CPR qualification or ability to obtain certification within 30 days.

### AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

### SIGNATURES:

This job description has been approved by all levels of management:

Manager \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_