



POSITION DESCRIPTION

Position Title: Service Coordinator Exempt/Salary
Supervisor: Lead Service Coordinator

POSITION SUMMARY

The Service Coordinator actively participates with team members in evidence-based practice through relationship-based intervention. The Service Coordinator’s work meets the purposes of early intervention as written in federal and state law: to enhance the development of infants and toddlers with disabilities and delays; and to enhance the capacity of families to meet the special needs of their infant and toddler with disabilities and delays. The Service Coordinator agrees to conduct herself/himself as a professional at all times when representing Birth to 3 Connections and UCP, in accordance with the UCP Standard of Conduct and the codes of ethics pertinent to the employee’s licensure and certification.

EARLY INTERVENTION ESSENTIAL FUNCTIONS

1. Maintain family and program confidentiality and professional boundaries during and outside of work hours.
2. Complete intakes with newly referred families in designated region and step in when needed for other areas during high volume times.
3. Facilitate team meetings with families and service providers, including EIT meetings and IFSP meetings.
4. Function within a primary coach teaming style to provide services to infants and families, maintaining a caseload of children as determined by program needs and FTE.
5. Develop and maintain rapport with parents, children and other caregivers assigned to caseload, using a coaching interaction style.
6. Work collaboratively with other members of the team as well as with physicians, school districts and community agencies on behalf of the children and families on caseload.
7. Maintain appropriate case notes and other documentation as required.
8. Act as a mandated abuse reporter.
9. Coordinate own weekly schedule for conducting meetings, home and community visits, and joint visits. Maintain Outlook calendar with appointments logged for at least two weeks ahead.
10. Actively participate in regularly scheduled staff meetings and trainings, providing input and presenting in-service trainings as assigned.
11. This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

COMPETENCIES

1. Ability to communicate with parents, community partners, staff and other professionals.
2. Ability to effectively work as a team member, adjusting and adapting to changing situations and the needs of others on the team.
3. Strong professional skills and demeanor, characterized by emotional intelligence (the ability to understand team dynamics, function well under deadline, respond appropriately to feedback, make thoughtful decisions).

4. Ability to present oral and written information to parents, staff, community partners and other professionals in an effective manner.
5. Ability to respect and maintain professional boundaries in all work situations.
6. Ability to initiate, organize and prioritize own work, meeting all agency and program deadlines and requirements

REQUIRED/PREFERRED EDUCATION AND EXPERIENCE

1. Bachelor of Science in Social Work (BSW), child development or another related field and three years of case management experience.
2. Experience working with families and children under age 3.
3. Experience working in natural environments (such as home visits).
4. Experience with professional interaction with parents.
5. Computer literacy (Microsoft Office).
6. Valid driver’s license, auto insurance, consistent access to a vehicle in order to travel independently in Dane County to fulfill the requirements of the position.
7. Physical ability to work in the child’s natural environment including the ability to walk for short distances (up to one block), stand on various surfaces, sit on furniture and the floor, lift light objects (less than 5 lbs.), climb stairs (typically no more than one flight), bend, drive a car for up to 45 minutes at a time.

SUPERVISORY RESPONSIBILITIES

None

POSITION TYPE/EXPECTED HOURS OF WORK

8:00 AM to 5:00 PM Monday through Friday

United Cerebral Palsy of Greater Dane County, Inc. is an Equal Opportunity Employer.

SIGNATURES

This job description has been approved by:

Director _____

HR _____

Employee signature below constitutes understanding of the information listed above.

Employee _____ Date _____