

# Job Opening Announcement & Job Description



<b>Family Resource Coordinator/Interpreter</b> Chelan/Douglas Early Intervention Program	
<b>Supervisor:</b> Early Childhood Coordinator	<b>Division:</b> Early Intervention <b>Location/Assignment:</b> Grant County - Moses Lake
<b>Salary Range:</b> \$28,076.00 - \$33,702.00	<b>Conditions of work:</b> 8 hours/day, 260 days per year <i>non-exempt position</i>

**GENERAL DESCRIPTION:**

This position is a rare opportunity to join an exciting team. The Family Resource Coordinator coordinates resources for the child and family, including but not limited to, the following activities:

**Qualifications:**

- Bilingual (Spanish) required, bicultural preferred;
- State certified interpreter required or ability to obtain.
- Excellent verbal and written skills in both English and Spanish required.
- Experience working with children and families in screening for developmental, hearing and vision preferred experience as a home visitor preferred.
- High school diploma and reliable transportation required.
- Experience with basic computer applications such as Microsoft Word and Excel preferred. Valid Washington Driver's License required.

**Skills, Knowledge, and/or Abilities:**

- Demonstrates excellent written and verbal skills.
- Demonstrates outstanding customer service skills both over the phone and in person.
- Relates and communicates effectively with others.
- Portrays positive attitude.
- Understands and carries out oral and written directions efficiently and effectively.
- Demonstrates basic use skills in software application to include MS Word, MS Excel, MS Outlook 2013.
- Demonstrates familiarity with office and desktop technology, i.e. web browser, scanner, digital camera, LCD projector.
- Exercises confidentiality and displays loyalty and integrity.

**Timeline:**

Position opens: June 21, 2017

Position closes: July 3, 2017

Screening & Interviews week of July 10, 2017

Position begins as soon as possible

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

**NCESD is an Equal Opportunity Employer**

**Responsibilities:**

- Establishes and maintains relationships with primary referral and Child Find sources.
- Receives and coordinates referrals from local Child Find efforts within the contracted service area.
- Serves as the initial point of contact for families, receiving referrals from primary referral sources.
- Assists Early Intervention providers with data entry into the ESIT data management system.
- Assists with tracking of referrals, communication with physicians and school districts.
- Interprets during home visits, phone calls or meetings for early intervention providers when necessary.
- Assists families in understanding Washington's ESIT services and their options for evaluation and assessment, development of the Individualized Family Service Plan, transition to case management and procedural safeguards.
- Develops and maintains working relationships with primary service providers.
- Meets with providers and families to identify resources, information and referral systems, and collaborates with providers on how to facilitate accessing resources for families.
- Informs families of the availability of advocacy service providers within their community.

- Other duties as assigned by the Early Childhood Coordinator, Assistant Superintendent or Superintendent.

### **Coordination and Evaluation**

Assists families with coordination or evaluation and assessment activities including, but not limited to, the following activities:

- Assists families with accessing multi-disciplinary evaluation and assessment services.
- Assists families with identifying and accessing formal and informal community and fiscal resources to meet individual child and family needs.
- Assists families in coordinating identified services.
- Assists families and multiple agencies in organizing, integrating, sequencing and prioritizing evaluation and assessment.

### **Plan Development/Transition**

Coordinates the development of the Individualized Family Service Plan (IFSP) for all eligible children and families including, but not limited to, the following activities:

- Assists families in developing the family statement for the IFSP (family statement is voluntary for families).
- Coordinates with agencies providing services.
- Coordinates and participates in the development of the IFSP from the time of referral, through the planning meeting and transition to case management.
- Coordinates with families and appropriate agencies to: schedule the IFSP and invite participants; identify responsible agencies/individuals; develop timelines; and designate a case manager.
- Compiles and distributes copies of the IFSP to the family and others with family permission.
- Processes all data appropriately with Early Support for Infants and Toddlers (ESIT) Data Management System.
- Coordinates and facilitates the six month review and revisions to the IFSP with families. Coordinates any changes with families and providers.

Coordinates the development of transition plans as eligible children reach transition points (i.e., reaches age 3, moves from service area, transition to existing case management services) including, but not limited to, the following activities:

- Maintains contact with families, as necessary, to assure a continuum of needed services.
- Coordinates the development of the transition plan.
- Assists families with transition to existing case management services.
- Provides follow up to assure on-going provision of Early Intervention services by other providers and to assure that families have access to payer of last resort funds when appropriate.

### **Professional Growth and Responsibilities**

- Meets or exceeds performance expectations in the following areas:
  - Competence
  - Quality & Quantity of Work
  - Attitude
  - Flexibility, Innovation & Initiative
  - Cooperation with Supervisor/Director & Peers
  - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

### **Physical Demands**

- The position requires frequent sitting, standing, stooping, kneeling, walking, and crouching; ability to lift and/or move up to 40 pounds.

### **Application Procedure:**

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line.**

[Click here to apply](#)