

MountainHeart

Job Description

Job Title: Interim Service Coordinator
Department: Birth to Three
Reports To: Director
FLSA Status: Non-Exempt
OSHA Category: Category 2

Summary: This position acts as the liaison between families, practitioners, and other organizations in an effort to provide needed services for children.

Essential Duties and Responsibilities

- Facilitate intake of child in WVBTT.
- Coordinate team members.
- Facilitate IFSP eligibility meeting.
- Facilitate process of choosing early intervention evaluation team.
- Ensure WVBTT requirements have been met during assessment process.
- Provide needed paperwork for team, family, and RAU.
- Complete paperwork within in timeframes.
- Make referrals to outside organizations.
- Assist in conflict resolution.
- Other duties as assigned.

Supervisory Responsibilities:

This position has no supervisory responsibility.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Confidentiality – Must maintain confidentiality in and outside the office setting.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and familiar with office equipment. Must have good recall memory, typing, organizational and listening skills.

Updated: August 1, 2018

ALL PERSONNEL ARE AT WILL EMPLOYEES

MountainHeart Community Services, Inc. is an Equal Opportunity Employer

Education and/or Experience:

Bachelor degree in Human Service Field such as social work, psychology, counseling or other related field.

Must have valid driver’s license, clear criminal background and APS/CPS check.

Language Skills:

Ability to write reports and other written communication. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, reach, pull, push, bend, stoop, and squat. The employee is occasionally required to climb or balance. The employee may occasionally lift and/or move up to 50 pounds.

Extensive travel is required. The employee is frequently required to drive, type, hear, sit and be able to see.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet.

Employee Signature

Date