

Job Opportunity: Service Coordinator

POSTING DATE: 2/24/2025 – Until Filled

POSITION & PROGRAM: Service Coordinator/Early Intervention

POSITION SUMMARY: The Service Coordinator acts as the single point of contact for families enrolled in Ohio Early Intervention for the following:

- coordinating initial and on-going eligibility
- coordinating the Individualized Family Service Plan meetings
- assisting with developing outcomes that reflect family concerns and priorities
- assisting families with identifying and obtaining funding
- monitoring needed Early Intervention Services
- assisting families with locating and connecting to other supports and resources that are wanted and needed
- facilitate the development of a transition plan before the child's third birthday

The Service Coordinator works closely with other disciplines on the Early Intervention team to enhance the child's development and the family's abilities to be confident, competent caregivers.

As an employee of the Miami County Board of Developmental Disabilities, the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, values and family structures.

QUALIFICATIONS:

- Associate's, Bachelor's or Graduate's degree in psychology, sociology, child development; education, social services, or closely related field
- Ability to obtain and maintain Ohio Early Intervention Service Coordinator Credentialing within the probationary period
- Must support family centered strengths-based philosophy
- Strong oral and written communication
- Competency in Microsoft Office applications
- Ability to abide by MCBDD's Code of Conduct
- Satisfactory criminal background, abuser registry checks and pre-employment drug screens
- Possess valid State of Ohio driver's license

DUTIES:

- Following Ohio Early Intervention Rule, provides intensive service coordination/case management for families of children who are eligible for Part C services
- Maintain child records and complete Early Intervention Program forms, files and reports
- Coordinates and, if holding the proper licensure or certification, participates in eligibility evaluations and assessments
- Performs other duties as assigned

HOURS: Monday – Friday, 40 hours per week

SALARY: \$22.81/hour or higher based on experience

FLSA: Non-Exempt from overtime

BENEFITS: Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule

TO APPLY: Please submit applications/resumes

Email	careers@miamicountydd.org
US Mail/Hand Delivery	1625 Troy Sidney Road, Troy, OH 45373
Fax	937.332.3490

A MCBDD application **must** be completed

Applications are located at www.miamicountydd.org under the Careers tab

MCBDD does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.