



The Mission of the Defiance County Board of Developmental Disabilities (DCBDD) is to enrich the lives and meet the needs of individuals with developmental disabilities and their community throughout their lifetime.

Job Title: Early Intervention Service Coordinator

Work Location: 195 Island Park Ave., Defiance, OH 43512

Department: Early Intervention

Reports To: Early Intervention Director

☒ Full-time
☐ Part-time

☐ Hourly
☒ Salary

Essential Duties and Responsibilities:

- Assist the Early Intervention Department and the Early Intervention Director in the implementation of the organization's mission, vision, and values
- Coordinate and explain the early intervention eligibility process, including evaluation and assessment, and obtain informed consent from parents.
- Utilize family-centered approach to early intervention, recognizing each family's structure, roles, values, beliefs, and coping styles.
- Demonstrate respect for family autonomy, independence, and decision-making to choose level and nature of early intervention involvement in their lives.
- Establish family/professional collaboration and partnerships in successfully implementation of parent-identified goals for family and child as state in Individual Family Service Plan (IFSP); coordinate information sharing with medical and service providers.
- Coordinate early intervention and other services (e.g. educational, social, Medicaid services not provided for diagnostic or evaluation purposes) that are flexible, accessible, and responsive to family needs in a comfortable environment as possible, in an effort to promote integration of child and family within the community. Serve as an information resource to families regarding community resources and options (e.g. availability of advocacy services). May participate in health fairs and other community activities to present information. Occasionally help coordinate events to allow families to gather in the community and share knowledge of such events planned by other agencies.
- Work with IFSP Team Members and other agencies to collect and synthesize information from those familiar with the child; seek new information for purposes of identifying child's strengths, needs, nature, and cause of problems, and make recommendations which serve as basis for IFSP goals.
- For every child determined to be eligible for early intervention services, coordinate the development of the initial IFSP within the mandated timelines, or document reason(s) why a family could not meet mandated timelines.
- Record the date by which services documented on the IFSP must be initiated. The date must not exceed 30 calendar days from the date the parent consents to the early intervention services (OAC 5123-10-02(K)(7); ensure services are being provided or documents reasons why services are not initiated within 30 days.
- Conduct/participate in progress reviews of the IFSP with family. Provide copies of current IFSP and copies of each annual IFSP to all families and involved providers.

- Keep abreast of current trends, research, models, funding, etc. in early intervention. Work toward improving inter-agency communication. Conduct/participate in public relations activities to promote the Defiance Early Intervention Program.
- Travel to families' homes and daycare settings, as well as other community locations, to conduct developmental visits and coach family to accomplish family participation in their natural environment.
- Conduct meeting with children's families, guardians, agency representatives, etc. May require travel to various work locations.
- Coordinate transition outcome and planning conferment (TPC) due not fewer than 90 calendar days and not more than nine (9) months prior to the child's their birthday.
- Assist in the coordinated and comprehensive child find system for children birth to three, to ensure that all infants and toddlers in the State, who are eligible for early intervention services are identified, assessed and receive the services they need.
- Knowledge and utilization of universal precautions to prevent the spread of infectious/contagious diseases.
- Maintain confidentiality and follows appropriate chain of command. Maintain professional ethics in keeping confidentiality of information and material in accordance with Federal HIPPA and FERPA laws.
- Regular, predictable, and punctual attendance is vital to provide consistent services.
- Ensure and maintains harmonious and effective relationship with other employees, program participants, parents/guardians, and state and local community service agencies.
- Adhere to all local, state, and federal laws, and County Board of Developmental Disabilities policies and procedures.
- Attend meetings and training sessions; attend educational meetings and conference at the request of immediate supervisor, his/her superior, or the Superintendent.
- Other duties as are appropriate and assigned by the Early Intervention Director or Superintendent.

Education and/or Work Experience Requirements:

- Must hold a minimum of an associate's degree or at least 60 credit hours from an accredited college or university.
- Must obtain, possess, and maintain current Service Coordinator certification pursuant to the State of Ohio Department of Developmental Disabilities and the Department of Children and Youth rules and regulations (OAC 5180-10-04).
- Knowledge of child growth and development; developmental disabilities and risk factors from birth and their influences on development and health; family dynamics from birth; function, structure and family/professional relationship; assessment and evaluation; child from birth, family and community; team models and community collaboration; early intervention theory and curriculum models and current trends; management of learning environment; the underlying principles and process of IFSP.
- Knowledge of confidentiality requirements; ability to handle routine and sensitive inquiries from contacts with school staff and individual's parent or guardian.
- Good verbal and written communication skills.
- Valid driver's license to use agency vehicles.
- Bureau of Criminal Identification and Investigate (BCII), Federal Bureau of Investigation (FBI), and abuser registry clearances.
- Must obtain and maintain current First Aid and CPR/AED certificates.
- Ability to access worksite(s) required.

Minimum Qualifications and Physical Requirements:

- Must be able to lift, carry and move office supplies, materials, and equipment required for day-to-day operations.
- Must maintain a current driver's license in your residing state for the purpose of operation of a Board owned vehicle.

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Successfully pass a physical examination and drug test after job offer.
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone.

Work Conditions

- Professional office environment is provided. Travel within the county is expected.
- May be exposed to individuals who exhibit aggressive behaviors.
- May be exposed to infectious/contagious disease as part of employment setting.
- Ensures and maintains harmonious and effective relationship with other employees, consumers, parents/guardians, local school districts and state and local community service agencies.
- Knowledge and utilization of universal precautions to prevent the spread of infectious/contagious diseases.
- Maintains confidentiality and follows appropriate chain of command.
- Adheres to all local, state, and federal laws, and County Board of Developmental Disabilities policies and procedures.

Employee Understanding and Agreement

I understand and will perform the duties and requirements specified in this job description.

Print Employee Name:

Employee Signature:

Date:

Date Originated: 4/24/2018

Revised: 6/23/2020

Revised: 4/8/2025