

## Job Postings

Fill out the form below for each position you wish to post. Postings are reviewed by Council staff and posted within three business days of date submitted. Job openings will only be posted for TWO months unless the Child Care Council is notified otherwise.

Today's Date: \*

07/26/2018

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Name of Agency/Program: \*

Oakland Family Services / Early Childhood Services

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City: \*

Pontiac

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Position/Job Title: \*

Early On Service Coordinator

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## Job Description: \*

### Position Responsibilities

To assume the responsibilities common to all direct service and administrative positions, described in the Agency Manual. The Early On Service Coordinator is responsible for implementing and coordinating individual family service plans, providing outreach to families in Oakland County communities, for initiating and maintaining communication and coordination with school district personnel and for maintaining internal and external customer relations through completion of paperwork, adherence to COA standards, quality assurance measures and participation in professional development activities. The position reports to the Manager of Early Childhood Services.

### Specific Duties/Job Expectations

- Function as service coordinator for children entering the Early On system who do not qualify for school services, public health services or community mental health services. Including coordination of all referrals, services and direct service provision when appropriate.
- Based upon the Developmental Assessment and Report received from the Early On Evaluator, facilitate Individual Family Services Plans (IFSP) on referred children within identified time frames.
- Complete the Annual Developmental Assessment, Six-month review and Exit process with children and families within identified time frames.
- Coordinate with schools districts regarding any transfers for children eligible for school services.
- Provide home visits as indicated within identified time frames, or provide visits at community venues (i.e. playgroups or other services provided on the Early On continuum) as indicated.
- Act as back-up for Early On Developmental Evaluator in all core job responsibilities when deemed appropriate due to staffing levels, referral demand or other indicated situations.
- Serve as a consultant for professionals, internally and externally, on developmental resources, referrals and activities.
- Serve as a resource for families to connect with other internal and external community services.
- Collaborate with schools and other community representatives and agencies.
- Provide Early On playgroups and specialty services and/or groups, as needed.
- Gather outcomes data from individual cases and groups.
- Participate in volunteer training.
- Attend seminars, trainings and workshops to develop knowledge base in parent-child issues.
- Attend supervision and Agency meetings.
- Communicate positively and professionally with clients and staff.
- Adhere to professional code of ethics.
- Other duties as assigned.

### Qualifications

- Must possess a minimum of a Bachelor's Degree from an accredited school of social work, early childhood education, teaching, counseling or other related field with experience with group work, education or behavioral sciences. A Master's Degree is preferred.
- Training as a child developmental specialist through certification of a standardized developmental assessment tool such as the Infant/Toddler Developmental Assessment (IDA).
- Knowledge of Individual Family Service Plans (IFSP) and Federal Law IDEA, particularly Part C.
- Good organizational skills.
- Ability and willingness to work as a team with child care associates, volunteers and other developmental specialists.
- Enjoys working with parents and young children for an educational purpose.
- Must be able to show sensitivity to cultural differences in the client population.
- Special abilities and skills necessary to perform tasks and the best meet the needs of the Agency will also be considered. Any standard above may be waived when compensating specifications or circumstances exist.

### To Apply

To apply for this position, please visit our Career Center on our website at: [www.oaklandfamilyservices.org](http://www.oaklandfamilyservices.org)

Oakland Family Services is an Equal Opportunity Employer

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### Applicants Reply to:

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