



235 N. Toussaint South Road Oak Harbor, Oh 43449  
Phone: 419-898-0400/419-734-6650 Toll Free 866-755-4440 Fax: 419-98-3004

## \*\*\*JOB POSTING\*\*\*

**Department:** Early Intervention  
**Position Title:** Early Intervention Coordinator  
**Date Submitted:** 1/4/2021

**Summary of Duties:** Provides clerical services for the EI team. Facilitates the delivery of services to meet the IFSP by performing the following duties. See Job Description for details.

**Qualifications:**  
Minimum qualifications: High School Education or GED and one (1) to two (2) years related experience and/or training; or equivalent combination of education and experience.

**Schedule:** Flexible Schedule, typically 8 am-4 pm Monday-Friday, may be required to work evenings and weekends

**Compensation Range:** Per OCBDD Policy

**Contact Phone:** (567) 262-3104

**Contact Fax:** (419) 898-3004

**Contact Email:** mslusser@ocbdd.org

**Application Deadline:** 1/19/2021

**Apply to:**  
Melinda Slusser, Superintendent  
Ottawa County Board of Developmental Disabilities  
235 N. Toussaint South Rd.  
Oak Harbor, Ohio 43452

*Ottawa County Board of DD is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex, national origin, marital status, ancestry, disability or veteran status.*

**OTTAWA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES**  
**Job Description**

**Job Title:** Early Intervention Coordinator  
**Department:** Early Intervention  
**Reports To:** Superintendent  
**FLSA Status:** Non- Exempt

**Summary:** Provides clerical services for the EI team. Facilitates the delivery of services to meet the IFSP by performing the following duties.

**Essential Duties and Responsibilities** include the following.

- Provides clerical and coordination services for E.I. Team, to include, but not limited to: highly skilled typing and computer operation, create and maintain Early Intervention files, letter composition and correspondence, coordinate schedules, prepares agendas and minutes of team meetings, prepares and distributes announcements, informational letters, brochures and forms, filing records, maintaining a follow-up system for staff.
- Coordinates intake process of Early Intervention referrals received directly from family or Central Coordination. Gathers intake information from families, mails intake packet, and collaborates with Service Coordinators with caseload assignments. Enters child information into Battelle website for evaluation purposes.
- Assists to facilitate, monitor and advocate delivery of medical/health, education, and social services to meet IFSP needs and to coordinate therapeutic assistance and other services.
- Facilitates weekly team meeting, and distributes meeting information to team members.
- Data entry of Individual Information into IDS for Early Intervention program for Ohio Department of DD subsidy payments.
- Assists to promote public awareness of early intervention program, and assists in activities for socialization and family support groups.
- Attends Early Childhood Coordinating Committee meetings and relays information back to team.
- Attends training conferences and professional meetings to stay current in child development, early intervention, family dynamics, and theories and to enhance professional growth. Fifteen hours per year are required with ten hours specific to Early Intervention.
- Maintains office equipment, and acquires and distributes forms, office supplies, announcements, memos, handbooks, manuals, and other supplies to accommodate effective office administration and maintain efficiency of E.I. staff.
- Assists Quality Assurance Coordinator in monitoring quality assurance of the Early Intervention program and compliance with the policies/procedures of the Ohio Department of DD and reported to the Leadership Team.
- Monitors EIDS compliance reports of services delivered, and weekly caseload spreadsheet of children served.
- Coordinates intake paperwork process with the EI Service Coordinators to ensure timelines are met.
- Monitors therapist billing and service invoices to minimize billing errors and report to the Director of Business and Operations.

- Enters intake information into Gatekeeper system, coordinates monthly Title XX billing monitoring for billing mistakes and submits to Business Assistant II for submission. Runs non-Title XX and Title XX case notes on a monthly basis for Primary Service Providers.
- Monitors and reports any changes to Early Intervention rules and policies to the Superintendent and staff for program compliance.
- Reviews annual contract and deliverables for Service Coordination with Superintendent for fiscal year, and submits invoices to Family & Children First Council for review and payment.
- Gathers and submits deliverables reports and other reports requested by Family & Children First Council.
- Tracks Clinical Supervision Hours of Early Intervention Staff.
- Assists in reviews and onsite monitoring by the Ohio Department of DD and fiscal agent.
- Assists in scheduling Child Find activities with other agencies.
- Models appropriate social and moral behavior as a representative of the Board.
- Adheres to policies and standards set by the Board.
- Maintains professional ethics in keeping the confidentiality of information and material accessed.
- Communicates Board philosophies and activities in a positive manner.
- Attends conference calls/training on Early Intervention and reports changes to EI Staff.
- Performs other duties as assigned.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High School Education or GED and one (1) to two (2) years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software, Word Processing and spread sheet software.

**Certificates, Licenses, Registrations:** Must be registered as an Early Intervention Program Assistant with ODDD. Must maintain valid Ohio Driver's License. Must maintain fully insured personal vehicle for agency use. Must be insurable under blanket insurance policy. Must maintain valid CPR/First Aid certification.

**Other Skills and Abilities:** Must be physically able to lift, carry and move enrollees  
Must be personable

**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; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit. The employee is occasionally required to climb or balance and taste or smell. The employee must be able to life, carry and/or move individuals. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable diseases, potentially infectious materials and/or aggressive or other maladaptive behavior.

May be exposed to bodily fluids and wastes; must utilize professionally acceptable control and restraint techniques, as trained; must transfer adults/children of varying weights in a safe manner and in accordance with individual needs.

The noise level in the work environment is usually quiet.

**Employee:**

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_

**Supervisor/Department Head:**

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_