



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

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

**Department:** Early Intervention

**Position Title:** Service Coordinator

**Date Submitted:** 4/29/2021

**Summary of Duties:** Works with individuals and families eligible for EI services connecting them with services, funding streams and educational opportunities.

**Essential Board Duties and Responsibilities:** See attached Position Description

**Qualifications:**

Bachelor's degree (B. A.) from four-year college or university; and one (1) to two (2) years related experience and/or training; or equivalent combination of education and experience and/or training as mandated by DODD or equivalent combination of education and experience. Must maintain valid Ohio Drivers License, fully insured personal vehicle for agency use. Must remain insurable under blanket insurance policy. Must maintain valid CPR and First Aid certification.

**Schedule:** Monday- Friday, 8 a.m. - 4 p.m. Flexible schedule is required to meet the needs of the families of the individuals served.

**Compensation Range:** Per Ottawa County Board of Developmental Disabilities Compensation Policy

**Contact Phone:** (567) 262-3114

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

*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.*

**Contact Email:** [kstrong-todd@ocbdd.org](mailto:kstrong-todd@ocbdd.org)

**Application Deadline:** Candidates must submit a letter of interest by 5/13/21

**Apply to:**

Kim Webb, Director of Business and Operations  
Ottawa County Board of Developmental Disabilities  
235 N. Toussaint South Rd.  
Oak Harbor, Ohio 43449

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

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

**Summary:** Works with individuals and families eligible for EI services connecting them with services, funding streams and educational opportunities.

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

- Make preliminary home visits to families with children 0 to 3 years to compile family background information, conduct child screenings, and determine family eligibility for Ottawa County Board of DD early intervention or other appropriate programs. Coordinates and monitors services needed by the individual/family according to the IFSP.
- Continuously facilitate and participate in the development, implementation, review and monitoring of the IFSP and its timelines. Must work independently and self-initiate/manage caseload.
- Completes all documentation and reporting efficiently, accurately and on time.
- Performs all duties and tasks as assigned specific to service coordination and agency/job requirements.
- Provide ongoing service coordination for eligible children and families through the time of transition, at the age of three.
- Attends training, conferences and meetings to stay current in child development, early intervention, and family dynamic theories and to enhance professional growth.
- Coordinate transportation or other accommodations to assist child/family in times of crisis or emergency to ensure the child receives appropriate care.
- Enter child information ie Evaluation, Screenings, IFSP, etc. into Early Intervention Data System.
- Possesses working knowledge of ODH, ODDD rules and regulations pertaining to services provided.
- Promotes public awareness of Early Intervention Program.
- Maintains professional ethics in keeping with the confidentiality of information and material accessed.
- Communicates Board philosophies and activities in a positive manner.
- Adheres to policies and standards set by the Ottawa County Board of DD.
- Other duties may be assigned.

**Supervisory Responsibilities:** None.

**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:** Bachelor's degree (B. A.) from four-year college or university; and one (1) to two (2) years related experience and/or training; or equivalent combination of education and experience and/or training as mandated by DODD; or equivalent combination of education and experience. Must maintain valid Ohio Drivers License, fully insured personal vehicle for agency use. Must remain insurable under blanket insurance policy. Must maintain valid CPR and First Aid certification.

**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 and Word Processing software.

**Certificates, Licenses, Registrations:** Must have valid Ohio Driver's license; Must have valid First aide/CPR certification; Must have Service Coordinator Certification from DODD.

**Other Skills and Abilities:** Must be physically able to lift, carry and move enrollees; Must be personable; Must be able to travel within the county.

Demonstrates the ability to function as a positive team member to collaboratively achieve outcomes with individuals/families and agencies.

**Other Qualifications:** Knowledge or experience in ODE, and DODD rules/regulations.

Maintains all applicable and mandatory training requirements including First Aid, CPR/AED, and Universal Precautions as required by rule and agency policy.

Must effectively use various means of communication, including fax, email, cellular phone, etc.

**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. May be required to maneuver individuals in confined spaces; may be required to travel in (maneuver through) inclement weather conditions by walking, driving, etc. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to use hands to finger, handle or feel. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch or crawl. Must be able to lift, 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, color vision 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: \_\_\_\_\_