

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **SPECIAL SERVICES COORDINATOR** **DIVISION:** Early Childhood Development

PURPOSE: Identify, coordinate, monitor, track, refer and/or provide individualized services to children with special needs and their families; Assist education staff in providing quality inclusive services to children with special needs

QUALIFICATIONS:

Education: Bachelor's Degree in Special Education with emphasis in early childhood education, Psychology with emphasis in early childhood education, Social Work/Counseling with emphasis in early childhood education or related early childhood and mental health combination

Experience: Minimum of one (1) year related work experience, preferably with children birth to five.

Skills, Abilities and Knowledge:

- a. Problem solving ability where independent judgment may be required.
- b. Ability to maintain confidentiality.
- c. Excellent interpersonal skills.
- d. Effective oral and written communication skills.
- e. Ability to apply independent judgment.
- f. Ability to achieve goals with little supervision.
- g. Ability to motivate and advise others.
- h. Machine operation could include tape recorder, calculator, computer, and photocopier
- i. Knowledge of Head Start Performance Standards, policies and procedures
- j. Ability to deal with and adapt to frequent change.
- k. Ability to work with and delegate work to others without having supervisory authority over them.
- l. Good organization skills.

REPORTS TO: Child Health & Safety Supervisor

SUPERVISES: No director reports but responsibility to direct employees as set forth below in Responsibilities

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently.

Interruptions: Occur constantly.

Physical Effort: Moderate physical effort (up to 30 pounds).

Confidential Information Used: Daily use of child's mental health information, Early Intervention information & educational information, family environment information, family economic information.

Special Demands: Moderate travel.

Special Requirements: Current Act 33 and Act 34 and FBI/DPW clearance documentation at hire.

Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative rather than inclusive.

01. Assist in identifying and coordinating all early intervention and mental health referrals and services in conjunction with the Family Wellness Consultant and Child Health & Safety Manager & Supervisor.
 - Observe children as indicated
 - Coordinate services for children and families needing or receiving Mental Health and/or Early Intervention or other ancillary services.
 - Monitor Individualized Education Plans (IEP), Individualized Family Service Plans (IFSP) and/or behavioral treatment plans for children providing support to instructional staff as needed.

02. Implement the Disability Awareness curriculum in the classrooms, and home base areas:
 - Introduce the Disability Awareness Kit to new instructors
 - Maintain the Disability Awareness Kit
 - Rotate kits to a variety of Head Start/Early Head Start sites throughout the year
03. Coordinate contacts with families to complete referral process and provide parent support and training as indicated.
04. Track the completion of developmental and behavioral screenings to ensure screenings are completed within the required time frame and information is reported in ChildPlus and filed in the child's office file
05. Provide and document training on Head Start/Early Head Start guidelines and policies for non-HS/EHS ancillary support providers
06. Conduct home and socialization observations; provide feedback, activities, resource materials, etc. to educational staff to support individualization.
07. Attend parent meetings, staff meetings, agency meetings and training seminars in relation to mental health or special needs as indicated
08. Advocate for and assist with coordination of placement and services for children with special needs
 - Observe children with special needs as indicated
 - Schedule and accompany parents and children on appointments as indicated
 - Monitor I.F.S.P./ I.E.P. and related services of children with special needs
 - Attend I.F.S.P./I.E.P. conferences, staffings, and other meetings as indicated
 - Report regularly to manager all information regarding children with special needs
 - Assist parents and staff in transitions as indicated
09. Input, monitor and maintain current mental health and disabilities information in ChildPlus
10. Assist in review of initial paperwork as needed.
11. Assist in the filing of all mental health and disability documentation in children's main files.
12. Act as liaison and coordinate with Family Wellness Consultant (observation schedule, referrals, training, etc.); make referrals and request assistance as indicated
13. Plan, schedule and carry out meetings with staff on individual children with special needs initially and throughout the year.
14. Perform sensory screens as indicated.
15. Transport families for appointments as needed.
16. Keep supervisor informed on schedules, needs, problems, ideas, suggestions, and seek help when necessary
17. Substitute in classrooms or on home visits when deemed necessary by program management in compliance with the Instructor job description
18. Perform recruiting tasks
19. Perform additional responsibilities as assigned or required.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: H**HOURLY WAGE: \$15.81****HOURS PER WEEK: 40
(NON TRADITIONAL)**