

**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; Direct and assist education staff in providing quality inclusive services to children with special needs.

**QUALIFICATIONS:**

Education: Bachelor's Degree in Special Education with an Emphasis in Early childhood education, Psychology with emphasis in early childhood education, Social Work/ Counseling with an 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 age zero to five

**Skill, 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 Manager

**SUPERVISES:** No direct employees report to the coordinator, but has the 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 a 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 service in conjunction with the Family wellness Consultant and Child Health and & 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) and/or behavioral treatment plans for child providing support to instructional staff as needed
02. Implementing Disability Awareness curriculum in the classrooms, and home based areas:
  - Introduce the Disability Awareness Kit to new instructors
  - Maintain the Disability Awareness Kit
  - Rotate kit to a variety of Head Starts 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 the 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 guidelines and policies for non-HS ancillary support providers.
06. Conduct home band socialization observations; provide feedback, activities, resource materials, etc. to educational staff to support individualization.
07. Attend parent meetings, staff meetings, agency meeting and training seminars in relation to mental health or special needs as indicated.
08. Advocate for and assist with coordination of placement and service for children with special needs.
  - Observe children with special needs as indicated
  - Schedule and accompany parents and children on appointments as indicated
  - Monitor I.E.P. and related services of children with special needs
  - Attend I.E.P. conference, staffing, and other meetings as indicated
  - Report regularly to manager all information regarding children with special needs
  - Assist parent and staff in transition as indicated
09. Input, monitor and maintain current mental health and disabilities information in ChildPlus.
10. Assist in review of initial paper work as needed.
11. Assist in the filing of all mental health and disability documentation in children's main files.
12. Act as liaison and coordinator 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.
  - Participate in meetings with education staff and education supervisors to introduce intervention strategies and techniques for instructors to implement in the classroom as needed
  - Report information to education supervisors as needed from classroom observations
  - Works directly with instructors to monitor the implementation of intervention strategies and techniques
14. Perform sensory screens as indicated.
15. Transport families for appointments as needed.

16. Keep supervisor informed on schedule, 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 responsibly as assigned or required.

**CORPORATE EXEPECTATIONS:**

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:** \$16.22

**HOURS PER WEEK:** 40  
(NON TRADITIONAL)