

Regional Office of Education #1
JOB DESCRIPTION

Job Title: Child and Family Connections Program Manager

Qualifications: 1. Service Coordinator (professional level)
2. Bachelor degree in related Human Service field or Business Management
3. Successful completion of state-sponsored Service Coordination and Corner Stone training
4. Experience as an EI provider for Service Coordinator
5. Previous experience in management

Employer: Regional Office of Education #1
507 Vermont Street
Quincy, IL 62301

Reports to: Illinois Department of Human Services, Fiscal Agent and Regional Superintendent and Assistant Regional Superintendent of Schools for ROE #1

Terms of Employment: July 1 - June 30

Evaluation: Job performance will be evaluated annually by the Regional Superintendent and Assistant Regional Superintendent of Schools for ROE #1

Job Goal: Eligibility determination and initial IFSP development for children and families within the CFC #17 area. This area includes: Adams, Pike, Brown, Cass, Morgan, Scott, Jersey, Greene and Calhoun Counties

Responsibilities:

- Assigning an initial service coordinator to each referral.
- Ensuring that all referrals receive a timely response
- Intake , eligibility determination and IFSP functions with families in a prompt, professional and family manner
- Comprehensive and multidisciplinary evaluation of each child, birth through three, to determine eligibility, needed assessment activities related to the child and child's family
- Serve as a link to the Central Billing Office, Transmit child information and provider authorization requests to the CBO for eligible services written in the IFSP
- Support activities of the LIC's and their committees within the CFC #17
- Perform all personnel activities to staff within the CFC #17
- Completes monthly, quarterly and annual reports to DHS in a timely manner
- Submit all bills to fiscal agent bookkeeper and maintain billing record keeping
- Assist LIC's in provider recruitment within the CFC
- Update Regional Office of Education of CFC's operations and functions bi-monthly or when needed
- Facilitate and participate in the development of IFSP's within 45 days.
- Assist families in the identifying available service providers.
- Coordinate and monitor the delivery of available services to ensure that IFSP goals are being addressed.
- Inform families of (their rights and) availability of advocacy services.
- Serve as initial contact for intake with families within 2 days of referral.

- Authorizes evaluations and services and serves as a link to CBO.
- Arranges maintenance of electronic billing.
- Grant funded position.
- Coordinate the performance of evaluations and assessments, including gathering and reviewing existing information.
- Other duties as assigned by the Regional Superintendent and/or Assistant Regional Superintendent of Schools for ROE #1