

The Regional Office of Education #1/Child and Family Connections has an opening for a Early Intervention Service Coordinator in our Quincy, Illinois office location.

A complete job description is provided below. Interested applicants should submit their cover letter and resume by 4:00 p.m. on Friday, January 26th, 2024.

Qualifications:

1. Service Coordinator (professional Level)
 2. Bachelor degree in related Human Service field **(Required)**
 3. Successful completion of state-sponsored Service Coordinator and Cornerstone training
 4. Experience as an EI provider or Service Coordinator
- Service Coordinator would travel to Adams and Brown counties for appointments with a office at 510 Maine Street in Quincy. Travel is required as families are seen in the community and in their homes.

Employer: Regional Office of Education #1

507 Vermont Street

Quincy, IL 62301

Reports to: Program Manager of Child and Family Connections #17

Evaluation: Job performance will be evaluated annually by the Program Manager.

Role:

- The Service Coordinator is responsible for ensuring that all referral of children under the age of three to the Early Intervention Services System receive a timely response and that the various functions are conducted with families in a prompt, professional and family centered manner.
- The Service Coordinator responds to all referrals with a contact and meeting with family to verify the referral. Obtain informed, written permission from the parent/legal guardian to proceed. During the initial interview the family is introduced to the due process rights and procedural safeguards. At each pivotal point (eligibility determination evaluation and assessment, and implementation of the IFSP,) the family is reminded of their due process rights and procedural safeguards.
- The Service Coordinator is responsible for ensuring that all of the opportunities under Part H are made available to families. Families are provided with accurate and timely information regarding their choices of options, and through information regarding their rights, opportunities and responsibilities under federal and state law.
- The Service Coordinator will be responsible for providing staff and support to facilitate activities of the Local Interagency Council(s) (LICs) within the CAP/SPOE.

Updated 12/18/2023

Responsibilities:

- Coordinate the performance of evaluations and assessments, including gathering and reviewing existing information.
- 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 wiring 2 days of referral.
- Authorizes evaluations and services and serves as a link to CBO.
- Arranges maintenance of electronic billing.

Bachelor's degree required

We offer competitive base pay, mileage/cellphone reimbursement, and these great benefits:

- Excellent health insurance -100% employer paid premiums for employee health, dental, and vision insurance
- Life insurance
- Great retirement plan with generous employer matching contribution
- Paid vacation, sick time, and holidays
- As a non-profit employer many employees also can qualify for student loan forgiveness programs'

Work Remotely

- No

Please submit resume and cover letter to Kara Hoffman @ khoffman@roe1.net.