



## OFFICE OF SPECIAL NEEDS

### EARLY INTERVENTION COORDINATOR

**INTRODUCTION:** This position is responsible for identifying infants and toddlers with disabilities, developmental delays and/or those at risk for developmental disabilities between the ages of birth and 3-years. The incumbent performs duties of semi-difficulty and complexity requiring working knowledge and skill in screening, assessment, coordination of services, case management, organization and applicable local, state and federal laws, regulations, methods and practices.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Responsible for identifying, screening, evaluating, and coordinating early intervention services for children with disabilities, developmental delays or those at risk for developmental disabilities from birth to 3-years; coordinates referrals and direct services in accordance with tribal and federal rules and regulations; and provides family support and advocacy services.
2. Maintains a high quality confidential referral and case management system in accordance with the Privacy Act, Individuals with Disabilities Education Act (IDEA), Tribal, State, and Federal regulations; case management includes but is not limited to epilepsy, congenital birth conditions, respiratory disorders, speech-language impairments, visual impairments, multiple disabilities, developmental delays, cleft-lip palate, orthopedic, and or other health impairments; and conducts follow-up on services/referrals provided; and documents all family and program contacts in the case file using the data software system.
3. Collaborates and attends meetings with various agencies such as the Hopi Health Care Center, Tuba City Indian Health Service, Hopi Social Services, Behavioral Health Services, Women's Infant and Children's Program, Child Protective Services, Family Assistance, Substance Abuse Programs, Hopi Head Start Program, Hopi Child Care Program, local school districts, Arizona Schools for the Deaf and Blind (ASDB), DES/Division of Developmental Disabilities (DDD), Developmental Clinic, AzEIP, Indian Children's Program/NAU, Child and Family Services/NAU, AZ Department of Health Services and other local, state and federal programs to coordinate outreach and maximize resources.
4. Assists with coordinating outreach and recruitment activities (child find); conducts consumer and family assessments (Ages and Stages Questionnaire); assists in developing Individualized Family Service Plans (IFSP); assists in the transition of children ages 2.9 years with developmental delays and disabilities to the Hopi Head Start Program with appropriate services; assists in providing supplemental services for eligible children with disabilities ages 3 – 5 attending the Hopi Head Start Program.
5. Collaborates with other agencies to provide support, awareness and other disability related education/informational opportunities for children, parents, families and community to enhance the child's ability to reach their potential; and assists in the development of promotional items, including brochures, forms, posters, program display, and other culturally appropriate materials to promote the program.
6. Prepares and submits required monthly narrative and progress reports to the supervisor and/or funding agency, when necessary; establishes and maintains an effective and efficient records management system for program correspondence, reports, etc.
7. Performs other duties as assigned or authorized to achieve office/program goals and objectives.

**COMPLEXITY:** The work involves duties that involve various procedures and policies. Decisions regarding what needs to be done may include referrals and assessments of unique circumstances, variation in approach and incomplete or conflicting data and interpretation of data.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Special Needs Director. The incumbent and supervisor, in consultation, establish the objectives, priorities and deadlines. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instruction, policies, previous training or accepted practices in the occupation. Completed work is reviewed and evaluated for effectiveness and efficiency in providing client services and in compliance with established program regulations, policies and objectives.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, supervisor, consumers, families, health services, school districts, personnel of related service providers and the general public. The purpose of these contacts is to exchange factual information, coordinate services and work efforts, provide assistance and establish a network of resources.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** Work is performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment and in the community setting. The incumbent will be required to maintain a flexible work schedule. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education : Associate's Degree in Early Childhood Development, Social Work, Special Education, Human Services or related field;

AND

B. Experience: Two (2) years experience in a social or human service field working directly with developmental disabilities and/or developmental delayed clientele, which includes case management, assessments and coordinating services;

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities

A. Knowledge: Knowledge of the Privacy Act, Freedom of Information Act and Due Process

Knowledge of early intervention principles, practices, regulations and health, medical, and socio-economic aspects of children with developmental disabilities and development delays

Knowledge of the Individual with Disabilities Education Act (IDEA) with emphasis on Part C

Knowledge of specialized resources available for children with special needs at the local, state and federal levels

Knowledge of the socio-economic environment, history, culture and traditions of the Hopi people

B. Skills : Excellent verbal and written communication skills to prepare correspondence, reports and conduct individual/group presentations

Excellent case management skills including referral, assessment, eligibility, the Individualized Family Service Plan (IFSP) and the Individualized Educational Plan (IEP)

Excellent human and public relations skills

Good skill in operating basic office machines/equipment, computers and applicable software

C. Abilities : Ability to identify, assess, evaluate and coordinate early intervention services for children and their families

Ability to work with parent groups, organizations and agencies

Ability to maintain strict confidentiality of client records and program files

Ability to establish and maintain positive effective working relationship with others

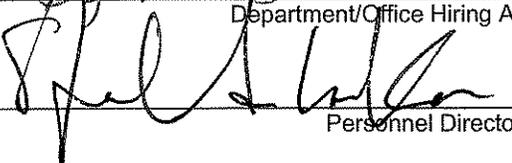
**NECESSARY SPECIAL REQUIREMENTS:**

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass a sensitive background investigation and fingerprint check in accordance with Hopi Tribal policy.

**DESIRED REQUIREMENT:**

1. Speak and understand the Hopi language for those tribal members who prefer to converse in the Hopi language.

REVIEWED BY:  3/10/05  
Department/Office Hiring Authority Date

APPROVED BY:  03/01/05  
Personnel Director Date