

SPACE COAST EARLY STEPS JOB DESCRIPTION

POSITION TITLE: FAMILY SERVICE COORDINATOR

Position Summary: Provides support and assistance to families enrolled in Early Steps (ES) in order to optimize the child's growth and development. Provides information/referrals to relevant community services in a family-centered manner. Provides parent support in the home, clinic, and community settings.

Position Relationships: Reports to the Service Coordinator Supervisor

Essential Functions:

1. Provides service coordination for families enrolled in the ES by assessing family service needs.
2. Provides support and makes appropriate referrals for identified families on caseload.
3. Assists families on caseload to obtain services and to procure funding for services, when needed.
4. Documents referrals, early intervention services, and communications in ES client files and enters data into the ES data system.
5. Participates on the ES transdisciplinary team in a variety of settings, which may include ES evaluations, community settings, and/or in the home.
6. Participates in the initiation, revision, and/or review of the Individual Family Support Plan (IFSP), in partnership with families and the team, using a family-centered process.
7. Provides information and assists families in planning of transition for their child from one environment to another.
8. Accepts, empathizes, and shows genuine concern for children and families in ES.
9. Demonstrates service initiative through participation in ES staff activities to expand or improve services to children and families and in ES quality improvement activities.
10. Works in conjunction with other community agencies to assist families to achieve their optimal level of functioning.
11. Attends in-services, conferences, and professional development activities to meet Medicaid and Part C training requirements.
12. Follows CATCH and ES policies and procedures.

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Other Functions:

- 13. Demonstrates competency in position.
- 14. Participates in community education and public relations activities as needed.
- 15. Performs other related duties as assigned.

Requirements:

*Bachelor's or higher degree with major in social work, human services, child development, public health, or psychology preferred. A minimum of one year experience working with children and families is required.

*Requires excellent interpersonal skills as well as ability to communicate orally and in writing. Must be able to analyze and interpret specific and non-specific information for decision-making. Has contact with a wide variety of people requiring ability to use a high level of tact and diplomacy.

*Must be able to work well under pressure and manage stress effectively. Must be able to function in a transdisciplinary team utilizing a family-centered approach. Must have good hearing acuity to listen to patients and families on the phone and in person.

*Must have adequate physical mobility and transportation to get around in Brevard County. Ability to work independently. Must be able to maintain confidentiality.

*Criminal background check is required.

Working Conditions:

Work is performed in a climate controlled office, community agencies, and in homes of children and families in Brevard County, with ability to move throughout the community. Hours may fluctuate in order to meet program needs. Must be able to hear family members and others on the telephone, and to speak clearly so that staff, families, and others can understand information.

There may be a minimal exposure to hazardous materials and communicable disease that ensues the use of universal precautions.

Age ranges of clients served are children from birth up to 36 months.

ES is a drug free work place.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: _____ Date: _____