

## HOPE SERVICES

### **Job Description**

05/07 rev

**Position:** Early Interventionist

**Classification:** Exempt

**Salary Grade:** Grade 7

**Status:** Bargaining Unit

### **Purpose:**

To act as primary service provider for infant, toddlers, and their families. The early interventionist will supervise and coordinate with the other types of early intervention personnel on the team and with professionals in the community.

### **Principle Responsibilities:**

The following responsibilities represent the essential functions of the position. An employee in this classification is responsible for carrying out the following functions:

1. Function independently and autonomously in providing early intervention services to infants and families; maintain a caseload of children, with number determined by FTE.
2. Coordinate weekly schedule for planning and conducting home visits.
3. Maintain appropriate treatment records and documentation as required.
4. Conduct assessment and evaluation, addressing six major developmental domains.
5. Maintain productivity of 70% based on weekly billable hours.
6. Establish goals and objectives and provide updated developmental information at scheduled IEP's and IFSP's
7. Develop and maintain rapport with all family members assigned to caseload.
8. Work collaboratively with other members of team, SARC, physicians, and outside agencies regarding developmental/health related issues, as well as resources for families on caseload.
9. Participate in monthly regularly scheduled staff meetings, provide input and present inservice trainings as assigned.
10. Acts as a mandated abuse reporter.
11. Other duties as assigned to assure efficiency of the program.

### **Minimum Qualifications:**

To practice as an Early Interventionist at entry level, the person must hold a minimum of a Master's degree **and** hold a certificate/license/credential and/or registration appropriate to the field in which the professional practices. In addition, the Early Interventionist must have received specialized training in early intervention and meet the competencies outlined under Early Intervention Personnel Standards. One year experience working with infants and toddlers in the Early Intervention arena. Completion and clearance of fingerprints for DOJ criminal background check, TB test, physician's report, and First Aid and CPR certification required.

**Reports To:** Manager/Assistant Manager

**Supervisory Responsibility** None

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**Required Knowledge, Skills and Abilities**

Must have knowledge/skills in the following areas:

1. Family Support:

- Communicating effectively
- Enhancing family coping skills
- Promoting collaborative decision making and problem solving
- Nurturing natural support systems
- Facilitating families to assess their strengths and priorities
- Respecting family values
- Promoting family professional collaboration
- Supporting access to community resources, both generic and specialized
- Recognizing situations that require referral to others and respecting limits and boundaries
- Supporting the development of family self advocacy and empowerment

2. Child Development

Must have a strong base of knowledge in both typical developmental patterns of infants and toddlers and atypical development due t disabilities or risk factors

3. Family Professional Development

- Recognize and strengthen family capabilities
- Develop and maintain a collaborative partnership with the family
- Support families in identifying their concerns, priorities, and resources
- Implement a family centered approach
- Enhance the family's capacity to meet infant's and young child's developmental needs
- Facilitate family's ability to access and use support systems

4. Evaluation and Assessment

- Use evaluation/assessment practices appropriate to infants and toddlers with special needs
- Select and utilize observations/evaluation/assessment strategies and tools appropriately
- Interpret and report evaluation and assessment results accurately and appropriately
- Able to observe, evaluate, document, and communicate verbally and in writing

5. Basic computer skills in word processing

6. Ability to accept supervision and work cooperatively as a team member with co-workers as well as with clients and families

7. Ability to utilize critical thinking skills in decision making situations, to organize and keep reports, to demonstrate independent judgment

8. Ability to be flexible with scheduling and prioritizing tasks

9. Must be able to drive to multiple locations and have own car/insurance.

**Environmental Conditions**

Considerable travel in the community, primarily performs work in the client home. Lifting, moving stretching, walking and crawling during training activities with the child and family. Exposure to outdoor conditions, dust and pollens. Some computer work and periods of intense concentration.