



*Madison County Dept. of Family & Children*  
200 Midway St London, Ohio 43140

**EMPLOYMENT OPPORTUNITY**

**Job Title:** Service Coordinator- *Help me Grow*  
*Early Intervention*  
**Work Hours:** 8:00 am to 4:00 pm  
**Location:** 200 Midway St, London, Ohio 43140

**Employment Type:** Full Time/Non-Exempt/Unclassified  
**Office:** Madison County Dep. Of Family & Children  
**Reports to (Title):** Early Childhood Program Manager

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**Job Summary:** This position is responsible to coordinate program services and Individual Family Service Plans for children from birth to three years of age. The Service Coordinator will provide referrals, coordinate evaluations and screenings.

**Duties and responsibilities include but are not limited to:**

- Conduct in-person and virtual home visits and help coordinate services for families of children birth to age 3.
- Provide culturally sensitive home visitation services with families of diverse social, cultural, and economic backgrounds.
- Participate in the Individualized Family Service Plan process and assist families in the development, implementation, review, and monitoring of the Individualized Family Service Plan.
- Collect early intervention data and electronically submit to the statewide database system, EIDS.
- Discuss service options with families and initiate referrals as needed.
- Coordinate and monitor the delivery of available services with early intervention, medical and other health care providers.
- Assist in the coordination of transition of families to other programs and services.
- Attend trainings as required by contract agency, administrative agency, and the Ohio Department of Developmental Disabilities.
- Assist with child find and public awareness activities.
- Complete necessary paperwork, detailed case notes and meet state timelines for program components.
- Network with referral agencies.
- Other duties as assigned.

**Qualifications:**

- Minimum of an Associate Degree; Bachelor's Degree preferred in related field of study.
- Early Intervention Service Coordinator credential or ability to obtain.
- At least three years' experience working with children birth to three years of age.
- Competence working with culturally diverse families and knowledge of child development.
- Knowledge of various child/family/adult social service systems.
- Excellent written, verbal communications and organizational skills.

**Skills, Knowledge and Abilities**

- Demonstrate knowledge of early childhood intervention services and childhood development specific to youth with developmental delays and disabilities.

- Demonstrate ability in assessing child development.
- knowledge of applicable child development issues
- Ability to deal with many variables, abide by state and federal regulations and meet timelines; develop written materials.
- Develop and maintain effective working relationships with associates and individuals from diverse cultural backgrounds.
- Must be able to perform duties requiring physical and mental aptitude.
- Must obtain and maintain the early intervention service coordinator credential through ongoing professional development.

### **How to Apply:**

Applicants interested in the above-named position are to submit a resume and letter of interest to the Madison County Department of Family and Children, Personnel Office, 200 Midway Street, London, Ohio 43140. Or by e-mail to: [familyandchildren@madison.oh.gov](mailto:familyandchildren@madison.oh.gov) Please be sure to specify skills and experience applicable to the position.

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