



Job Description

Position Title: Early Interventionist

Incumbent:

Program: Children's Integrated Services/Early Intervention

Date/Revision: June 2021

Position Summary

Support families with children from birth to 3 years by providing CIS Early Intervention services: Early Intervention services are designed to meet the developmental needs of an infant or toddler with a disability and the needs of the family to assist appropriately in the infant's or toddler's development, as identified in the following developmental areas: physical, cognitive, communications, social emotional and adaptive development. Early Intervention services are provided in the child's natural environment and defined as the home or a community-based setting where typically developing children are found, such as child care. Work as a member of a multi-disciplinary team, in collaboration with area health, education and social service agencies to do the following: identify families of babies and toddlers with special health and developmental needs; develop One Plans and coordinate services in compliance with CIS-EI regulations. To provide direct Early Intervention services. Provide regular service coordination. Conduct initial and ongoing developmental evaluations. Assure timely completion and documentation of developmental evaluations.

Desired Qualifications for Knowledge/Experience:

1. Bachelor's degree in Early Education, Special Education, Physical or Occupational Therapy, Speech, Social Work, Nursing, Psychology or related field.
2. At least two years of experience providing direct services to children under the age of three with disabilities or special health needs and their families utilizing developmentally appropriate practice.
3. Knowledge and understanding of family centered philosophy and the ability to translate that philosophy into practice.
4. Knowledge of community resources and supports for young children and their families in central Vermont and the process for accessing them.
5. Experience working collaboratively with community organizations in the delivery of services to young children and their families.
6. Experience developing and writing family or individual service plans.
7. Experience working independently and as part of a team.
8. Strong interpersonal and communication skills.
9. Strong time management & organization skills, computer skills and ability to meet deadlines.

Reports To: Early Intervention Manager

Employment Category: Regular full-time, Exempt

Number of Hours per Week: 40 hours, 12 months

Pay Grade: 9

Essential Functions:

1. Facilitate, perform and document screening, initial evaluations and on-going assessment of development as needed for determination of eligibility for Early Intervention services or program planning for assigned families.
2. Provide year-round special instruction for infants, toddlers and their families through developmentally appropriate activities as indicated in the One Plan.
3. Consult with other Early Intervention providers and provide interpretation/synthesis of information to parents and caregivers.
4. Provide direct instruction/modeling of intervention techniques and strategies to families, caregivers and other providers.
5. Design learning environments and activities that promote a child's acquisition of skills in all developmental areas.
6. Ensure that each child is able to access, and successfully participate in, learning activities through the adaptation and modification of activities, materials, and the learning environment, as appropriate to the needs of the individual child.
7. Advocate for supports and resources for assigned children and families.
8. Facilitate/perform initial intake visit and screening for assigned new referrals.
9. Facilitate on going multi-disciplinary assessments/evaluations and developmental assessments as needed for assigned families. Ensure that evaluation reports from all service providers are in child's file as needed for eligibility.
10. Coordinating, facilitating, and monitoring the delivery of services, including the participation of those involved in evaluation or those providing direct service in the development of the One Plan.
11. Facilitate on-going developmental assessments as needed for planning and periodic review of the One Plan for assigned families.
12. Convene, facilitate and document team meetings. Facilitate timely notification of all team members in advance of meetings.
13. Provide ongoing support to families accessing Early Intervention services, supports, and funding sources in the community to ensure that all family identified needs and priorities are met.
14. Consult with service providers, such as home health care workers, speech pathologists, etc. to ensure coordinated services for assigned families.
15. Document all activity (service coordination, visit notes, telephone calls, emails, team communications) in child's file in a timely fashion, utilizing electronic record.
16. Ensure that child files and billing is current and accurate, including documentation of visits/communication from all members of child's team.
17. Facilitate timely dissemination of relevant information to child's team members (e.g., summaries of team meetings, One Plan updates, etc.).
18. Facilitate transition to EEE, preschool, or other community services for assigned families.
19. Facilitating and participating in the development, review and evaluation of the One Plan, as required by program regulations or as requested by families.
20. Maintain confidentiality of children and families.
21. Maintain, prepare, and/or facilitate necessary documentation for records for compliance with federal regulations, Medicaid billing, and payment of services through CSHN or Payor of Last Resort.
22. Submit service coordination/developmental therapy billing summaries to designated personnel for assigned families.

- 23. Perform administrative work relevant to the delivery of Early Intervention services and for reporting information to the State.
- 24. Comply with agency personnel policies.
- 25. Other duties, as negotiated with supervisor.
- 26. Attend Family Center meetings and In Services, as well as statewide support and CIS-EI training meetings and other relevant regional and statewide trainings. Implement effective practices learned.

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| Success | Demonstrates in-depth knowledge of child development and can use this to coach families to help their children develop and learn, understanding the child & family strengths. Maintains productive relationships with families while meeting program objectives. Communicates and collaborates effectively with parents, service providers and CIS/EI staff. Understands CIS/EI regulations and makes sure all records are compliant. Completes timely and accurate evaluations, billing and other paperwork as needed. |
| Excellence | In the most challenging situations is consistently warm, caring, professional and positive. Consistently coaches, models and mentors other program staff; helps others excel. Takes initiative to problem solve. Handles stressful situation with confidence. Initiates new opportunities/activities that supports child and parent wellbeing. Takes charge and seeks new opportunities. |

Working Conditions:

Internal- Work is normally performed in climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (people, computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Moderate travel may be required. Work outside the office takes place in similar office environments and in family homes.

Physical Demands:

Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. There is potential for eyestrain from reading detailed materials and computer work. Deadlines, workloads during peak periods and changing priorities may cause increased stress levels. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur. Company will provide adaptive devices as needed.