



Employment Opportunity
Butler County Educational Service Center
December 22, 2009

POSITION: Help Me Grow Service Coordinator I

DESCRIPTION: The Service Coordinator I accepts referrals from information and referral sources, parents, physicians, and agencies for services to children 0-3 years; conducts initial interview and home visit and collects related reports or records and collaborates with other providers to children 0-3 to facilitate a “seamless” service system, and to encourage participation in early tracking efforts and the development of the IFSP.

QUALIFICATIONS:

- Bachelor’s degree in social work with LSW or Bachelor’s degree in special education, early childhood education, or other related field with Certification.
- A minimum of two years work experience with young children and their families preferred
- Knowledge of early intervention services to infants and toddlers locally or in Ohio
- Knowledge of agencies serving at-risk populations
- Demonstrated ability to work cooperatively with local agencies.
- Training in the field of early childhood disabilities and related development/learning disorders and developmental evaluations of young children (infancy – age 6).
- Knowledge of writing Individual Educational Plans (IEP) and Individual Family Service Plans (IFSP).
- Knowledge of agencies, public schools, including preschool placement procedures for special education placement in local schools and Head Start.
- Experience in counseling parents.
- Willingness/ability to work as a team member.
- Good organizational skills.
- History of good job attendance.
- Valid Ohio driver’s license with good driving record with daily access to private insured vehicle during work hours.
- Must pass criminal background checks, drug and alcohol tests and be free from communicable disease.

STARTING DATE: ASAP

SALARY: \$29,000 - \$35,000

BENEFITS: Based upon Board Policy

WORK YEAR: 260 days

DEADLINE: January 8th or until filled

APPLY TO: Send letter of interest and resume to:
Butler County Educational Service Center
L. Thesken, Assistant Superintendent for Human Resources
1910 Fairgrove Avenue, Suite B
Hamilton, Ohio 45011

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act and Title IX are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.)
