**The Arc of Central Alabama Job Posting Notice**

|  |  |
| --- | --- |
| **Job Title: Early Intervention Coordinator** | **Job Code: EIC** |
| **Department: Early Intervention** | **FLSA Status: Exempt** |
| **Reports to: Director of Early Intervention** |
| **Work Schedule: Fulltime Day Mon-Fri- 7:30am-4:30pm** |

**Job Duties:**

* Serve as the service coordinator to any assigned children and their families. Responsibilities would include processing new referrals, maintaining child records, reviewing monthly progress/attendance notes, documenting targeted case management/service coordination provided, and documenting any other information pertinent to the child’s well-being and case. Provide special instruction to children and their families. Arrange contracted services for children enrolled in the HOPE Program who require specialized therapy.
* Assist Program Director with training new Service Coordinators.
* Assist Program Director with ensuring that all regulations are followed in order to maintain AEIS compliance.
* Perform other duties as assigned by Program Director.

**Knowledge, Skills and Abilities Required**

* Bachelor’s degree which meets AEIS Professional Standard
* Working knowledge and experience with Microsoft Office (Excel, Word, Outlook, etc.)
* At least 1 year experience in Early Intervention
* Proficient in GIFTS

**Physical Requirements**

* Position requires frequent standing, walking, hand dexterity, reaching with hands and arms, climbing or balancing, stooping, kneeling, crouching, crawling, speaking and listening.
* Employee is occasionally required to sit.
* Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

Apply online at www.arcofcentralalabama.org/about/careers/ or apply in person at 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

**EOE/M/F/Vet/Disabled**