



## THE ARC OF CENTRAL ALABAMA POSTING NOTICE

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| <b>Job Title: Service Coordinator</b>            | <b>Job Code: HOPE8905152019</b> |
| <b>Department: 89 ( Hope–Early Intervention)</b> | <b>FLSA Status: Non-Exempt</b>  |
| <b>Reports to: Department Head</b>               |                                 |
| <b>Work Schedule: Monday-Friday 8am- 4:30pm</b>  |                                 |

### **Job Duties:**

Serve as a service coordinator to assigned children and their families. Responsibilities include processing new referrals, completing IFSP's (Individualized Family Service Plan) with family, evaluating and assessing, maintaining child records, reviewing monthly progress reports and attendance, processing targeted case management notes, and any other information pertinent to the child's well-being and case. Provide direct intervention services for children with developmental delays.

### **Knowledge, Skills and Abilities Required:**

Four-year degree from an accredited college in Human Service related field. Knowledge of Typical Child Development. Must have basic computer skills including typing, excel and word. Good writing and verbal skills. Must be organized.

### **Physical Requirements:**

Able to handle small children

Email resume or application to: [laterri.williams@arcofcentralalabama.org](mailto:laterri.williams@arcofcentralalabama.org) or complete application and apply in person at 6001 Crestwood Blvd, Birmingham, Al 35212.

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