



## The Arc of Central Alabama Job Posting

<b>Job Title: Service Coordinator</b>	<b>Job Code: HOPE8905152019</b>
<b>Department: H.O.P.E. Early Intervention</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: Department Head</b>	
<b>Work Schedule: Monday – Friday, 8:00am - 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 families, 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 Microsoft Office Suite; excellent writing, verbal and organizational skills.

**Physical Requirements:** Able to handle small children

Email resume to: [jobs@arcocentralalabama.org](mailto:jobs@arcocentralalabama.org) or complete application and apply in person at:  
The Arc of Central Alabama  
5348 Oporto Madrid Blvd S  
Birmingham, AL 35210  
*Office hours: 7:30 a.m. – 4:00 p.m.*

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