



THE ARC OF CENTRAL ALABAMA POSTING NOTICE

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

Job Duties:

- Serve as a service coordinator to assigned children and their families
- Process new referrals
- Complete IFSP's (Individualized Family Service Plan) with family
- Evaluate, assess, and maintain program participant records
- Review monthly progress reports and attendance
- Process targeted case management notes and any other information pertinent to the program participant's well-being and case
- Provide direct intervention services for children with developmental delays
- Provide Special Instruction services to assigned number of kids
- Complete progress notes from Special Instruction sessions
- Interpret for Spanish speaking families enrolled in the program
- Perform other related duties as assigned

Knowledge, Skills and Abilities Required:

- Must have bachelor's degree in Human Service related field
- Must have working knowledge of "Typical Child Development"
- Must have working computer skills and experience with Word and Excel
- Must have excellent written and verbal communication skills
- Must be able to prioritize effectively and maintain efficient organization

Physical Requirements:

- Must be able to physically maneuver with small children in positions that include sitting, standing, kneeling, crouching, and crawling at times

Apply online at www.arcofcentralalabama.org/about/careers/ or in person at 5348 Oporto Madrid Blvd S; Irondale, AL 35210. **Include resume with application submission.**

EOE/M/F/Vet/Disabled