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

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| **Job Title: Service Coordinator** | **Job Code:** |
| **Department: 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
* Perform other related duties as assigned

**Knowledge, Skills and Abilities Required:**

* Must have bachelor’s degree in Human Service related field
* Mus have working knowledge of “Typical Child Development”
* Early Intervention experience highly preferred
* 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.

*Blount County* 615 Fairgrounds Ave; Oneonta, AL 35121  
*Jefferson County* 5348 Oporto Madrid Blvd South; Birmingham, AL 35210

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