
COMMUNITY DEVELOPMENT CENTER

JOB DESCRIPTION *(Revised July 2016)*

Job Classification: 3

JOB TITLE: Home/Community Based Early Interventionist FLSA: Non-Exempt

REPORTS TO: Early Childhood Director / Center Manager

DEPARTMENT: Early Intervention

JOB PURPOSE: The Home/Community Based Early Interventionist (EI) provides direct services as outlined in the IFSP with an assigned group of children under the supervision of the Early Childhood Director and Center Manager. The employee assists with office duties, care of the facility and programming responsibilities. The position may be full-time or part-time depending on the number of clients and needs within the program.

QUALIFICATIONS: Requires an understanding of child development and the ability to implement organizational, written and verbal skills. Also requires the minimum of a Bachelor degree in Early Childhood Development or related field and preferably one year experience working with children.

ESSENTIAL JOB FUNCTIONS:

1. Conduct home/community based visits as outlined in the IFSP implementing a family-centered routines based model of service following DEC Recommended Practices.. Add to CM job descriptions.
2. Become familiar with information and reports contained in each child's TEIDS record and meet all designated service requirements of the IFSP.
3. Communicates and collaborates with other EI staff, TEIS and relevant service providers to ensure quality programming and meet DOE compliance standards.
4. Assist other staff to organize special activities for families, such as holiday and educational activities.
5. Assist parents to complete annual evaluation and submit in a timely manner to supervisor.
6. Assist in scanning, maintaining and purging of files for the program as requested following CDC policy.
7. Report any recognized need for maintenance or repair of the facility, furnishings or equipment to management.
8. Conduct routine tasks as assigned (cleaning of facility and property, decorating, etc.).
9. Maintain safety of vehicles completing monthly maintenance checks and promptly reporting the need for maintenance and repairs. Maintain mileage log and submit monthly.
10. Represents the program within the community, participating in public relation activities as requested and work with other service agencies to locate children who may benefit from EI services.
11. Conducts development screenings, individually and in community settings.
12. Meet standards for program licensure and ensure DOE grant requirements and quality assurance standards are maintained, including 80% attendance rate, timely delivery of services, timely assessments, etc.
13. Ensuring make-up visits occur and use substitutes whenever possible. Assist other staff as a substitute.
14. Develop individual notebook for each child's records and ensures that information is up-to-date and accurate.
15. Plan for visits by reviewing notes, goals, and preparing any information for families to achieve IFSP objectives based on individual needs, concerns and interests of families.
16. Assist families to access resources.
17. Report family situations and service coordination issues that require attention of the ECD, such as attendance problems, health or safety issues, TEIDS or IFSP concerns, etc.
18. Complete all required documentation in the TEIDS Contacts and Service Log within three calendar days.
19. Administer initial developmental assessments and updates as required for children enrolled in the CDC, including vision and hearing screenings. Submit appropriate developmental reports to the TEIS and ECD within the required timeframe documenting submission in TEIDS.
20. Track children's progress toward IFSP goals, noting start and accomplishment dates.
21. Complete developmental assessments as assigned to children under the vendor contract. Submit timely assessment results to TEIS as instructed and provide documentation to ECD.
22. Assist families to prepare for IFSP and IFSP Review meetings by sharing current developmental assessment information, discussing progress and concerns, and reviewing existing goals.

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23. Attend IFSP and IFSP Review meetings as possible working with TEIS service coordinators to schedule. Document attendance appropriately in TEIDS.
24. Assist families with transition and prepare documents for the school system or alternate programs as requested. Communicate activities with TEIS and document in TEIDS.
25. Complete timesheets, monthly and quarterly reports submitting in a timely fashion. Maintain and submit weekly Outreach Visitation Logs and finalized monthly log.
26. Demonstrate an understanding of and respect CDC policies and procedures.
27. Attend HCB meetings, annual CDC agency inservice and other required events.
28. Attend all DOE/TEIS required training events, plus additional workshops and conferences to meet State annual required hours of training. Promptly submit all training certificates to supervisor.

OTHER JOB FUNCTIONS:

1. Must be able to drive an automobile, have use of a personal vehicle and maintain personal automobile insurance.
2. Answers phone, scan, send fax, email and navigate the internet.
3. Other duties may be assigned.

KNOWLEDGE: Requires an understanding of child development to effectively provide quality early intervention services as prescribed by the DOE. Requires the ability to implement organizational, written, and verbal skills to fulfill all job requirements including interaction with families, community and staff, and the ability to complete required reports. Requires a bachelor degree and preferably one year experience working with children. Working knowledge and experience on computers including internet.

MENTAL: Requires the ability to clearly express thoughts and ideas in writing. Requires normal attention with periods of high concentration intermittently to completing daily documentation and monthly reports. Requires the ability to read and comprehend documents, reports, etc. Essential Job Functions.

PHYSICAL: Requires walking/standing approximately 50% of the time, sitting or kneeling approximately 45% and lifting materials, equipment and children up to 50 lbs. 5% of the time. Essential Job Functions.

ENVIRONMENTAL: Requires capability of performing essential job functions in a variety of home and community settings, in addition to an established office environment under normal lighting and climate control tolerances.

MANUAL: Requires liberal use of hands, arms, feet and dexterity for some lifting, operating computer, driving, cleaning; also use of knees and legs for activities with children on the floor.

AUDIBLE: Requires ability to communicate in both personal and phone conversations with other center staff, parents, community partners, TEIS, etc.

VISUAL: Requires ability to read written information including letters, computer screen, teaching materials, etc; also requires ability to observe the health conditions of children and the general equipment and furnishing, and drive.

COLOR PERCEPTION: Requires ability to distinguish color-coded files. Essential Job Functions (NA)

The above description is intended to describe the general content, identify the essential job functions, and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of job functions or requirements.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____