



## **Position Available Early Intervention**

**Position:** Service Coordinator Level, I **BILINGUAL MANDARIN or CANTONESE**  
**Supervisor:** Assistant Director of Early Intervention

**Overview:** Early Intervention (EI) is an entitlement program for children birth to 3 with developmental delays or disabilities. Children referred to EI receive comprehensive evaluations to determine eligibility for EI services. Based on the evaluations, the appropriate services are provided that may include some or all of the following interventions; Physical Therapy, Speech Therapy, Occupational Therapy, Special Instruction, Social Work and counseling services. These services are provided in the home or in other community based sites depending on the needs of the family.

### **Responsibilities:**

- Develop supportive relationships with parents to help them understand the EI program and their rights and responsibilities.
- Review evaluation options with parents and provide assistance with scheduling evaluations.
- Help parents understand the results of the diagnostic information obtained from the evaluations.
- Explain the purpose of the IFSP meeting to parents and help advocate for the services they feel their child needs, including community resources.
- Ensure that approved services are provided in a timely manner and in accordance with IFSP mandate.
- Maintain regular and ongoing contact with families, including home visits as needed.
- Monitor services and maintain quarterly progress reports and semi-annual IFSP reviews.
- Collaborate with other service providers to secure needed services for families.
- Inform parents about transition from EI and make appropriate referrals and contacts to ensure a smooth transition, when necessary.
- Act as a liaison between therapists and family and EI providers, whenever necessary.
- Maintain proper documentation on families and children and adhere to all EI regulations.
- Enter client information into a data base, includes answering telephone calls, taking referrals, calling therapists, tracking paperwork for children receiving services through our program and assisting in making charts for new children
- Maintain 400 Service Coordination units per month after the initial 3 months of training.
- Attend appropriate trainings and workshops.
- Other duties as requested by supervisor to fulfill job responsibilities

### **Qualifications:**

- BA in Early Childhood Education, Social Work, Human Development or related field.
- At least one year experience working with families in a supportive and empowering environment.
- Must have excellent organizational, communication and computer skills.
- **Bilingual in Mandarin or Cantonese required.**

**Hours:** Full time, 35 hours per week

**Salary:** Low 30s plus generous benefits package

To apply, upload cover letter and resume, as one document, to the link below:

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