



Position Title: Help Me Grow Early Intervention Service Coordinator

Position Summary: The ideal candidate for this position will have strong communication skills, be organized, and relate well with clients and their family members. This position is community based working with families and their children, helping to connect to community resources and provide support to help the children succeed. Clients are children ages birth to three. This position promotes healthy child development, promoting advocacy and parenting education with clients in the community.

Please note, the selected candidate will be required to submit to our background and reference checking process.

Qualifications:

Education: Bachelor's Degree in the health and human services field required

License: None required, LSW preferred

Experience: Previous home visiting and community work preferred. Prefer specialized knowledge and experience with relevant client population and area of services.

Skills: The ability to work well with others in a fast paced environment and a high degree of organization.

Performance Requirements:

- Maintain accurate client database which includes entering client data, tracking and scheduling.
- Verifying client eligibility
- Maintain a calm, kind demeanor with clients
- High degree of accuracy

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Classification: non-exempt

Hours Required: Full time

Location: Hilliard

Supervised by: Help Me Grow Early Intervention
program manager