



## Position Title: Help Me Grow Early Intervention Service Coordinator

**Position Summary:** Provides intervention and community support services for the Help Me Grow Early Intervention Program. Service delivery is in the client's home in Franklin County. This position requires access to or ownership of an automobile; a valid driver's license, clean driving record, and appropriate insurance. 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. The selected candidate will be required to submit to our background and reference checking process.

### Qualifications

**Education:** Minimum of a bachelor's degree from an accredited college or university in a human service or mental health related field.

**Licensure:** None required, LSW preferred

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

**Skills:** Strong communication/supportive skills required including: interviewing, conflict resolution skills, ability to relate well with clients, family members and other professionals, cultural sensitivity, and knowledgeable about child development. The ability to work well with others in a fast paced environment and a high degree of organization and accuracy.

### Performance Requirements:

- Perform community support/outreach services including:
  - Assessing client needs/strengths
  - Service planning
  - Linking clients with informal and formal sources of support and treatment and coordinating with these sources
  - Linking clients with health care/treatment providers. Providing on-going monitoring/coordinating.
- Attend relevant community meetings.
- Maintain knowledge of community resources and public benefits available for clients and their families.
- Responsible for meeting all requirements for timely documentation of activity; including service logs and other required records and reports.
- Actively participate in all required administrative and project meetings.
- Maintain a schedule of working hours that fulfills requirements, as approved by supervisor.
- Maintain accurate client database which includes entering client data, tracking and scheduling.
- Verify client eligibility
- May provide consultation, education and liaison activities to individuals, community groups and organizations.

**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:** variable

**Location:** community-based

**Supervised by:** Program Manager, Help Me Grow

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Employee Signature

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Date