

Position Title: Dedicated Family Resources Coordinator**Reports To:** Family Support Team Coordinator

Job Summary: Provides telephone and home screenings to gather accurate essential information using the Inquiry Form with an interdisciplinary, family-centered and culturally diverse approach. Assist families to access IDEA, Part C early intervention services by completing appropriate paperwork to send to families and HRC operations department. Inform families of IDEA Part C rights and procedural safeguards. Provide families with information for appropriate community resources.

Essential Functions:

1. Coordinate with Family Support Team
 - Assures new referrals are processed appropriately
 - Assures all follow-up contacts are made in a timely manner
 - Provides input regarding processes and procedures

2. Support other staff members by providing helpful information regarding clients and families
 - Act as a resource on new referrals
 - Provide staff with family/community resource information and applications, as requested
 - Participate in staff team meetings

3. Provide community outreach and maintain & update community resource
 - Participate in early intervention community councils and or planning groups, as requested
 - Provide training and/or information at events, as requested

4. Provide Family Resource Coordination
 - Completes intake form, Developmental Questionnaire, and appropriate paperwork and follow up contacts for referrals to the birth to 3 program.
 - Informs families of advocacy, support services, funding sources and community resources
 - Serve as Dedicated FRC for assigned children, conducting monthly follow up contacts.
 - Completes initial, 6-month, and Annual IFSP in coordination with all team members
 - Assists with the coordination of the transition process
 - Complete and maintain WA Family Resources Coordination Certification
 - Maintain client confidentiality

5. Other duties as assigned

Other Functions:

1. Employee is dependable and takes initiative in job duties
2. Employee communicates effectively with co-workers and consumers
3. Employee attends to accuracy and thoroughness of paperwork
4. Employee knows the Agency Mission and is Mission oriented

Required/Preferred Work Experience and/or Training:

- Bachelor’s Degree from an accredited college or university in related field preferred.
- Infant/toddler training and/or experience required
- Working knowledge of MS Word and MS Office programs

Required Knowledge, Skills and/or Abilities:

- Knowledge of typical and atypical child development processes
- Awareness of family economic and cultural issues as they relate to early intervention
- Ability to maintain confidentiality
- Ability to utilize effective problem solving and leadership skills
- Prefer knowledge of Individuals with Disabilities Education Act
- Prefer knowledge of the Individual Family Service Plan process

Required Licenses or Certifications:

- WA Family Resource Coordinator certificate (ability to complete required training upon hire)
- CPR/First Aid Certificate
- Washington State driver’s license, reliable transportation and insurance
- Food Handlers Permit, if requested

Physical Demands:

General Physical Demands	Critical for Job	Strength	Critical for Job
Climbing Stairs	Yes	Sitting (<i>paperwork, meetings</i>)	Yes
Bending/Twisting at Waist	Yes	Standing	Yes
Kneeling/Squatting	Yes	Walking	Yes
Crouching	Yes	Driving (<i>providing home visits</i>)	Yes
Reaching Above Shoulder	Yes	Lifting (<i>40+ pounds</i>)	Yes
Repetitive Arm/Hand Motion	Yes	Carrying (<i>40+ pounds</i>)	Yes
Handling/Grasping	Yes	Pushing/Pulling	Yes
Fine Finger Manipulation	Yes		
Talking – In Person	Yes		
Talking – On Phone	Yes		
Hearing	Yes		
Seeing	Yes		

Toxic Chemicals: Bleach is used to clean toys, etc. Must be able to tolerate exposure to chlorine bleach

Types of equipment/machinery or tools used on the job: vehicle to provide home visits, computer, telephone, copier, utensils and fabricated equipment.

Personal Protective Equipment required: gloves when cleaning up potentially hazardous or infectious materials; protective mask when performing CPR

I have reviewed this job description and feel I can perform the essential functions and physical demands with or without accommodation.

Employee: _____ Date: _____

Supervisor/Director: _____ Date: _____