

**GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

NOTICE OF AVAILABLE POSITION

POSITION TITLE: **Service Coordinator HMG – 40 hours/week**

RESPONSIBILITIES: Complete screenings and assessments needed. Provide service coordination prenatal-3 by assessing needs and facilitating IFSP. Adheres to all DODD EI rules to meet compliance standards and ensure delivery of services are monitored and delivered.

Assist individuals in making selections from among appropriate, available providers and ensures that services are consistent with the family plan. Monitors the implementation of plans to ensure all 45-day compliance, timely receipt of services and timely transitions occur for children aging out of program.

Participate in clinical supervision and attends weekly team meetings as required.

Complete service documentation in a timely manner. This includes all data entry into the GCBDD data system per board policy, the state system EIDS and retention of records per DODD rules

Complete work with few reminders, plan and organize to prioritize tasks. Seek assistance from team and/or manager as appropriate to assist and support

Participate in required trainings to ensure SC credential is maintained per rule.

QUALIFICATIONS: Bachelor's Degree in related field. Minimum of 2 years' experience in Early Childhood.

Must be eligible for DODD EI Service Coordinator certificate

Must have reliable transportation and maintain a valid State of Ohio Driver's license.

SALARY/BENEFITS: Per Geauga DD Schedule

APPLICATION: To apply send resume to:

Human Resources
8200 Cedar Road, Chesterland, OH 44026
HR@geaugadd.org or fax 440-729-0131