

GEAUGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

NOTICE OF AVAILABLE POSITION

- POSITION TITLE:** Early Intervention Specialist
- RESPONSIBILITIES:** Assist in developing IFPS outcomes and provide strategies, training and interventions to help ensure goals are accomplished.
- Complete forms and documents by established deadlines and stays productive throughout the workday. Enter all appropriate data into GCBDD data system per board policy. Complete work with few reminders and take appropriate measure to plan and prioritize.
- Monitor progress of child, bring concerns to team for coaching by colleagues, seek needed additional resources for family when a need is identified.
- Show a solid understanding of client's needs and develop and distribute appropriate materials to assist in meeting the needs. This may include ordering appropriate equipment, consulting with other staff, linking to additional services or seeking additional supports.
- Maintain a professional and respectful tone, exhibit diplomacy when dealing with sensitive or confrontational situations with coworkers and clients.
- Maintain home visits per the IFSP required amount of frequency, intensity and duration.
- Attend staff meetings and participate on committees as requested by the administration. Participate in seminars, workshops, professional organizations or college courses for professional growth. Maintain licensure.
- QUALIFICATIONS:** Bachelor's Degree in related field. Minimum of 1 years' experience in Early Childhood. Must be eligible for DODD EI Developmental Specialist Certificate. Must have reliable transportation and maintain a valid State of Ohio Driver's license.
- SALARY/BENEFITS:** Per Geauga DD Schedule
- APPLICATION:** Send resume and letter of interest to:
- Human Resources
- 8200 Cedar Road, Chesterland, OH 44026
- HR@geaugadd.org or fax 440-729-0131