



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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**Cynthia W. Burton**  
Executive Director

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January 5, 2022

## **JOB ANNOUNCEMENT**

**Title:** Early Intervention Program Coordinator

**Location:** Early Intervention Administrative office – Tuscaloosa, AL

**Employment Classification:** Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

**Summary of the Position:** See Attached Job Description

**Qualifications of the Position:** See Attached Job Description

**Duties and Responsibilities:** See Attached Job Description

**Salary and Application Procedures:** This position is classified as a Grade Level IV position. Current employees may apply by submitting a letter of interest along with and updated employment application. Other interested applicants may apply by completing an employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or contacting the Human Resources department of CSP at (205) 469-1015, to request an application.

**Deadline:** January 24, 2022, at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

## Community Service Programs of West Alabama

### Job Description

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|---------------------------------------|--|
| <b><u>Job Title:</u></b>              | Early Intervention Program Coordinator                       |
| <b><u>Division/Department:</u></b>    | Early Intervention   |
| <b><u>Reporting Relationship:</u></b> | Early Intervention Director                                  |
| <b><u>Classification Status:</u></b>  | Regular, Full-Time; Non-Exempt; Non-Safety-Sensitive         |
| <b><u>Work Schedule:</u></b>          | 8:00 a.m. - 5:00 p.m.  |
| <b><u>Grade/Salary:</u></b>           | Grade IV - Level 1- 12; Range Salary Dependent on experience |

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### Summary of Duties and Responsibilities

The Program Coordinator initiates the client intake process and assigns caseloads to professional staff. The Program Coordinator performs public relations, primary referral source relations and community engagement activities related to the Early Intervention Program. The EI Program Coordinator is responsible to the Early Intervention Director for secretarial/administrative and program management duties requiring initiative, judgment and confidentiality. The Program Coordinator will perform all data entry into the state level web- based system and verify data accuracy and generate weekly, monthly, quarterly, and annual reports. The Program Coordinator will serve as liaison between CSP/EI and other Medicaid billing agents as well as the State Medicaid office. The Program Coordinator must maintain current knowledge of Early Intervention policies, rules and regulations.

**Essential duties and responsibilities:** *Other duties may be assigned by the supervisor*

- Represents EI in public awareness activities throughout the community, including Children's Policy Council; health fairs; community action agencies, Chamber of Commerce, etc.
- Produces and submits social media information regarding the Early Intervention Program.
- Develops and maintains relationships with primary referral sources such as physician's offices; physical therapists, including communicating and documenting updated referral criteria.
- Makes initial contacts with families to initiate the intake process and to provide an overview of services and processes.

- Enters and tracks all data/financial information required by the State Department of Mental Health and the State Rehabilitation Department to include the state level Web-based system (GIFTS) and verification.
  - Verifies accuracy of services reflected in the GIFTS database.
  - Coordinates with state office personnel to make necessary corrections and then verifies the accuracy of the corrections.
  - Primary agency administrator for GIFTS system.
- Perform all aspects of Medicaid billing.
  - Verifies that billing accurately reflects IFSP provisions and coordinates to make corrections.
  - Maintains Medicaid billing files for annual audit.
- Provides guidance to professional staff regarding federal guideline requirements in service administration.
- Assure that service delivery dates comply with guidelines.
- Distribute caseloads among professional staff and assign new cases.
- Produce weekly, monthly, quarterly, and annual reports.
- Conduct the annual RFP process for service contractors.
- Type and proofread correspondence, memos, and other materials as required.
- Maintain accurate filing and information system.
- Request and maintain office supplies.
- Duplicate and distribute materials as required.
- Greet visitors and receive telephone calls for Early Intervention Administrative Office.
- Conference and travel planning and reporting.

**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and Experience:**

- Possession of a High School Diploma or equivalent required.
- Two years work experience in case management support required.
- Two years work experience in secretarial, data entry, and insurance billing desired.
- Experience in office management and procedures relating to fiscal processes is required.
- Customer service or public service experience desired.

**Certificates, Licenses, Registrations:**

- Valid Alabama driver's license with liability insurance.
- Serviceable automobile.

**Language Skills:**

- Ability to communicate with diverse populations.
- Ability to effectively present information to clients, and internal and external partners.
- Ability to communicate in large and small group settings.

**Mathematical Skills:**

- Ability to compute simple math such as addition, subtraction, multiplication and division.

**Reasoning Ability:**

- Ability to analyze problems confronted by program participants, staff and contractors.
- Ability to define problems and draw valid conclusions.

**Other Skills and Abilities:**

- Ability to type 50 words per minutes.
- Excellent computer skills including, but not limited to solid working knowledge of Microsoft productivity software.
- Ability to utilize various databases, including GIFTS, to perform data entry and to maintain and query databases.
- Ability to maintain accurate filing systems.
- Proficiency in spelling, punctuation and written sentence structure.
- Ability to utilize a variety of office machines.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members and program participants.
- Ability to gain solid working knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.
- Must be capable of being bonded.
- Must successfully obtain all required background clearances.

**Physical Demands:** *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to sit, talk, and hear. The employee is regularly required to stand and walk and to lift and carry display materials weighing 25 pounds. Ability to operate office equipment. Specific vision abilities required by this job include vision to operate a motor vehicle. Frequent driving is required. Extensive data entry is required and extended periods on the phone are customary. Meeting multiple demands from several people are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is variable in the work environment. Work is performed indoors and outdoors. The employee is expected to operate a computer, telephone and personal automobile.

## Job Description – Early Intervention Program Coordinator

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The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The supervisor may assign additional duties.

REVISED 11/19/2012

*Reviewed by Board of Directors 12/3/2015*

*Reviewed by Board of Directors 01.19.2017*

*Reviewed by Board of Directors 03.15.2018*

REV 01.24.2019

*Reviewed by Board of Directors 03.21.2019*

*Reviewed by Board of Directors 03.19.2020*

*Reviewed by Board of Directors 03.18.2021*