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COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Cynthia W. Burton

Executive Director

October 24, 2022

JOB ANNOUNCEMENT

Job Title: Support Services Coordinator

Location: Tuscaloosa

Employment Classification: Regular Full-Time, 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: Competitive Based Upon Education and Experience. 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 or contacting the Human Resources department of CSP at (205) 469-1015, to request an application.

Deadline: Friday, November 11, 2022 by 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, Inc.

Job Description

Job Title: Support Services Coordinator

Division/Department: Head Start/Early Head Start

Reports To: Head Start/Early Head Start Director

Exemption Status: Regular Full-Time, Exempt, Non-Safety-Sensitive

Salary: Competitive Based Upon Education and Experience

Summary of Position

The Support Coordinator is responsible to Head Start Director for implementing disability services and mental health services as specified in the Head Start Program Performance Standards. The position is responsible for the coordination and development of individualized programs for each child with a disability and/or mental health diagnosis or concern and assure that the program complies with established rules, regulations, guidelines, and accepted practices. Additionally, this person is responsible for the recruitment, enrollment and the arrangement of services for children with mental health and special needs. The individual must be familiar with and assure compliance with the Individuals with Disabilities Education Act (IDEA).

Essential Duties and Responsibilities

- Ensure that an Individualized Education Plan (IEP), IFSP (Individual Family Service Plan (IFSP), or Individual Service Plan (ISP) is successfully implemented.
- Monitor and track the implementation and progress of services.
- Coordinate and/or administer developmental, social emotional, and speech screenings.
- Collaborate with Education Coordinators, Center Managers, Coaches and Teachers to provide direction and monitor effectiveness of classroom management, instruction and curriculum implementation as it relates to supporting children with special needs.
- Collaborate with Family Services Advocates to obtain family information needed to successfully development and implement services.
- Collaborate with families and link them to resources.
- Consult with agency's designated mental health consultant.
- Conduct individual and classroom observations.
- Submit, receive, and address referrals.
- Obtain and submit information for Disability Determination Services (DDS), Local Education Agency (LEA), Early Intervention (EI), Mental Health, and other appropriate service providers.
- Establish and/or review Memorandums of Understanding (MOUs) with the LEA, EI, and other appropriate service providers and all program service areas.
- Develop a Disabilities Service Plan to outline program practices and resources to achieve Head Start Program Performance Standards.
- Make periodic visits to the Head Start/Early Head Start centers to monitor the progress of goals established in service plans.
- Prepare and submit required reports.

- Coordinate training for Head Start/Early Head Start parents and staff related to child development milestones and special services.
- Recruit eligible Head Start/Early Head Start children, volunteers and in-kind contributions.
- Maintain enrollment of children with disabilities at a minimum of 10% of funded enrollment.
- Follow orally communicated directions and instructions regarding work assignments and procedures.
- Follow safety guidelines and maintains a safe working environment.
- Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- Actively contribute to a positive work environment.
 - Maintain fair and consistent practices
 - Use a positive tone when speaking to others
 - Maintain a positive morale
 - Offer support
 - Provide information updates or changes
 - Communicate regularly
- Additional duties and responsibilities may be assigned by supervisor.

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**
 - Minimum of a B.A. or B.S. Degree in Special Education, Early Childhood Education, Human Development, Behavioral Science or related field.
 - Three years of experience working with disadvantaged children in a day care or pre-school program is preferred.
 - Experience in developing diagnostic and medical referrals is preferred.
 - Work leadership experience
- **Certificates, Licenses, Registrations**
 - Valid Alabama driver's license with liability insurance.
 - Serviceable automobile.
- **Language Skills**
 - Ability to develop and conduct comprehensive in-service training workshops.
 - Ability to communicate to diverse populations.
 - Ability to communicate orally and in writing.
 - Ability to effectively present information to children and families.
 - Ability to communicate in large and small group settings.
- **Mathematical Skills**
 - Ability to compute simple math such as addition, subtraction, multiplication and division.
 - Ability to develop budgets and prepare financial reports, as requested.
- **Reasoning Ability**
 - Ability to analyze problems confronted by program participants.
 - Ability to define problems and draw valid conclusions.
- **Other Skills and Abilities:**

- Solid working knowledge of current productivity software.
- Ability to work in a constant state of alertness.
- Regular and predictable attendance.
- Ability to develop effective working relationships with staff members, program participants, and volunteers.
- Ability to communicate effectively with the target population.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

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. Specific vision abilities required by this job include vision required to operate a motor vehicle. Multiple demands from the children and other individuals 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 establish and maintain harmonious and effective working relationship with subordinates, associates, and supervisors. The employee is expected to demonstrate knowledge and understanding of policies and procedures.

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.

Approved by PC: April 20, 2022

Approved by BOD: May 19, 2022