



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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**Cynthia W. Burton**  
Executive Director

November 17, 2021

## **JOB ANNOUNCEMENT**

**Title:** Early Intervention Director

**Location:** Tuscaloosa

**Employment Classification:** Regular full-time, exempt, non-safety-sensitive

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

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

**Salary and Application Procedures:** This is a Grade Level III position on the CSP Salary Scale with a salary range of \$38,520- \$61,243 annually. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at [www.cspwal.com](http://www.cspwal.com) or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to [employment@cspwal.com](mailto:employment@cspwal.com).

**Deadline to apply:** Tuesday, November 30, 2021, at 6:00 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, 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's 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:** Early Intervention Director

**Division/Department:** Early Intervention

**Reports To:** Executive Director

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

**Grade/Salary:** Grade Level III 1 – 12; Range \$38,252 - \$61,243

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### **Summary of Duties and Responsibilities**

Provides supervision to Early Intervention staff that provide developmental services and service coordination to families who have infants or toddlers with developmental disabilities.

### **Essential Duties and Responsibilities: *other duties may be assigned by the Supervisor.***

- Supervision of Service Coordination System and Service Coordinators who bill Medicaid.
- Supervision of Special Instructors who provide eligibility evaluations, developmental programs and parent training to families of infants and toddlers.
- Conduct personnel evaluations to assure all personnel are meeting state and federal guidelines for administering Early Intervention services.
- Collaborate with federal and state oversight agencies to ensure program compliance with all state and federal regulations.
- Produce requests for proposals and administer contracts for annual contract services.
- Perform budget preparation for the State Department of Mental Health, State Department of Rehabilitation Services, and other grants.
- Keep Executive Director abreast of all program directives from funding source, as well as of any monitoring visits and reports.
- Serve as a representative for Community Service Programs of West Alabama, Inc., at local, state, and regional policy meetings.

### **Supervisory Requirements:**

Previous supervisory experience is necessary.

**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 Bachelor Degree from an accredited institution of higher learning is required. The Bachelor Degree must be in one of the following fields: allied health, behavioral science, child/human/family development, child life family studies, communication disorders, education, health and recreation, health services administration, psychology, rehabilitation, social

science welfare, sociology, or related human services field, OR possession of a Registered Nurse certification to fulfill State Early Intervention personnel standards.

- Experience in supervision of social service personnel, especially multi-disciplinary teams.
- Experience in working with infants and toddlers with special needs.
- Experience with Medicaid billing systems.
- Experience with Service Coordination systems.
- Knowledge of and ability to collaborate with Early Intervention team members on staff and in the community.
- Knowledge of and ability to collaborate with State level personnel to assure budget and contracts are designed to meet the needs of the infant and toddler population.

➤ **Certificates, Licenses, Registrations:**

Valid Alabama Driver's License with liability insurance is required.

➤ **Language Skills:**

- Ability to read and analyze reports, technical procedures, and professional periodicals.
- Ability to effectively present information and respond to questions from groups of clients, vendors, employees and general public.
- Ability to provide written reports to Executive Director, other departments at CSP, State level departments and community groups.

➤ **Mathematical Skills:**

- Ability to analyze and interpret data and financial reports from the agency fiscal department, the State fiscal departments, and monthly reports provided to the agency.
- Ability to effectively present information and respond to questions from groups of clients, vendors employees and general public.
- Ability to provide written reports to Executive Director, other departments at CSP, State level departments, and community groups.

➤ **Reasoning Ability:**

- Ability to define problems and draw valid conclusions.
- Ability to process information for conflict management and resolution.

➤ **Other Skills and Abilities:**

- Ability to develop effective working relationships with staff and families.
- Solid working knowledge of current productivity software.
- Ability to communicate clearly and concisely to staff and families.
- Ability to work with members of diverse populations.
- Capable of handling multiple tasks with time constraints.

- Ability to meet deadlines and follow through consistently.

**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 drive, talk and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include the ability to adjust and focus. Extensive writing is required. The employee is expected to travel and attend frequent council meetings, state meetings, and regional activities.

**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 acceptable in the work environment. Work is performed indoors. Exceptions depend on the request of families and the suitability of their environments.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned by the Executive Director.

REV. 10.2013

*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. 01.11.2019

*Reviewed by Board of Directors 01.17.2019*

*Reviewed by Board of Directors 03.19.2020*

*Reviewed by Board of Directors 03.18.2021*