



# COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (855) 211-0950

FACSIMILE (205) 758-7229

**Cynthia W. Burton**  
Executive Director

[www.cspwal.com](http://www.cspwal.com)

February 20, 2019

## **JOB ANNOUNCEMENT**

**Title:** Service Coordinator/Special Instructor

**Location:** West Alabama

**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 - *bi-lingual capability (Spanish/English) a plus.*

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

**Salary and Application Procedures:** This position is classified as a Grade Level IV position on the CSP Salary Scale with a salary range of \$25,152 - \$38,720 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.

**Deadline:** Wednesday, March 6, 2019, 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, Inc.

### Job Description

**Position Title:** Service Coordinator/Special Instructor

**Department:** Early Intervention

**Reports To:** Early Intervention Director

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

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### Summary of Responsibilities

Provides service coordination and special instruction for families with developmentally delayed infants or toddlers. Manages a caseload and all related activities.

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

- Obtaining and accepting referrals.
- Familiarizing families and community professionals with services provided by the Early Intervention program.
- Obtaining and reviewing medical records.
- Administering and scoring evaluative instruments to determine eligibility for services.
- Preparing and conducting the Individual Family Service Plan (IFSP) to include: coordinating with service providers, completing Voluntary Family Assessments, developing functional outcomes for the child and family, and developing objectives to meet these outcomes.
- Linking families to community resources.
- Developing and maintaining contacts with community agencies and service providers.
- Advocating for Early Intervention children and families.
- Monitoring provision of Early Intervention Services.
- Arranging transportation for families to appointments.
- Completing all paperwork and billing in a timely fashion.

- Providing developmental instruction to families who have an infant or toddler with developmental delays/diagnosed disabilities.
- Communicating in a positive and effective manner with coworkers, families and community partners.

**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 or higher in 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 social welfare, sociology, or related human services field, OR possession of Registered Nurse certification. Experience working with infants and toddlers, 0-3 years of age, with developmental disabilities.
- ◆ Completion of 3 semester hours post-secondary coursework in child development.
- ◆ Experience in coordination of services with community professionals rendering services to the 0-3 population.
- ◆ Ability to collaborate with Early Intervention and community team members. Ability to complete the “Journey through Early Intervention in Alabama” (Level I) training within 6 months of employment and “Applications of Journey through Early Intervention in Alabama (Level II) training within one year of employment.
- ◆ Ability to successfully complete Special Instruction Webinar Certification Training.
- ◆ Ability to successfully complete additional training as mandated.

- Certificates, Licenses, Registrations:
  - ◆ Valid Driver's License with liability insurance.
  - ◆ Serviceable automobile.
  
- Language Skills:
  - ◆ Ability to read and analyze reports, technical procedures, and business periodicals.
  - ◆ Ability to effectively present information and respond to questions from groups of clients, vendors, employees and general public.
  - ◆ Ability to provide clear and comprehensive progress notes on infants/toddlers/families to meet program requirements and to provide information to other providers of professional services.
  
- Mathematical Skills:
  - ◆ Ability to analyze and interpret evaluation and assessment protocols, with training.
  
- Reasoning Ability:
  - ◆ Ability to define problems and draw valid conclusions.
  
- Other Skills and Abilities:
  - ◆ Ability to develop effective working relationships with staff members and families.

- ◆ Ability to communicate clearly and concisely to staff members and families.
- ◆ Ability to work with members of diverse populations.
- ◆ Capable of executing multiple tasks within time constraints.
- ◆ Ability to meet deadlines.
- ◆ Solid working knowledge of current productivity software; ability to utilize program-specific software.
- ◆ Regular and predictable attendance.

**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 and computer-based word processing is required. The employee is expected to travel and conduct frequent home visits with the families. The demands may exceed those listed above based on the condition of the family's home. The employee is expected to adapt to the families environment in order to provide equitable delivery of services.

**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 with disabilities 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 environment.

Exposure to childhood diseases and unsanitary conditions are present in the work environment.

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. Additional duties may be assigned by the supervisor.

**Created 03.04.2012**

**Revised 4/16/13**

**Revised 9/15/2014**

**Revised 6/11/2015**

*Reviewed by Board of Directors 12.03.2015*

*Reviewed by Board of Directors 01.19.2017*

**Revised 3.1.17**

*Reviewed by Board of Directors 03.16.2017*

*Reviewed by Board of Directors 03.15.2018*

*Reviewed by Board of Directors 01.17.2019*