



The Resource Exchange

418 S. Weber Street
Colorado Springs, CO 80903

Early Intervention Service Coordinator

The Early Intervention Service Coordinator utilizes family and community centered practices to ensure that families of infants and toddlers are informed and have choices in fostering the early development of their children. Located at our Parkside office.

EDUCATION/SKILLS:

Minimum: BA/BS in human services/early childhood special education from an accredited college or university, and/or two (2) years' experience working with children with disabilities, birth to three years, and their families.

Preferred: Expertise in one or more of the following areas of development as it relates to children with disabilities birth to three years: cognitive, motor, speech/language, social-emotional, medical; to ensure the contribution of the transdisciplinary team.

Spanish Bilingual language skills preferred.

DUTIES AND RESPONSIBILITIES:

1. Ensure that a family is informed of their rights under Part C of the Individuals with Disabilities Education Act, and CRS27-10.5 and 22-20-118, and how to exercise them
2. Gather required information to be entered into the DDD statewide data system, Community Contract and Management System (CCMSWeb) for all referrals and children who are determined to be eligible
3. Coordinate the performance of evaluations and assessments to ensure an eligibility determination is made within 45 calendar days from the date of referral
4. Facilitate and participate in the development of an Individualized Family Service Plan (IFSP) and the initial IFSP meeting within 45 calendar days from the date of referral
5. Ensure services authorized in the IFSP are initiated within 28 calendar days of parental consent for early intervention services
6. Ensure that a family has been given reasonable choice in the selection of available and qualified early intervention services providers
7. Monitor implementation of the IFSP and the quality of services provided and review and update the IFSP according to required timelines
8. Monitor a family's satisfaction with services
9. Inform a family of the availability of advocacy services
10. Coordinate with medical and health providers, if appropriate
11. Ensure timely transition planning for toddlers approaching three years of age, and
12. Assist a family with dispute resolution, if needed.
13. Driving responsibilities as related to job.

DEADLINE FOR APPLYING:

Open Until Filled

SUBMIT APPLICATION AND RESUME TO: TREJOBS@TRE.ORG

Web site: www.tre.org for downloadable application and more information on our programs and services.