



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## EARLY CHILDHOOD SERVICES COORDINATOR I

Job Number: 21000750

Job Code: 62320V150316

Job Group: 6200 - HUMAN SERVICES

Job Established: 03/16/2015

Job Revised:

Grade: 13	Salary (MIN - MID):	Special Entrance Rate:
	\$16,432-\$21,875 - Hourly	NONE
	\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides early intervention service coordination to First Steps clients to include client assessment and evaluation, service delivery, case consultation; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of paid experience working with children and/or families with Children ages birth through five years.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in early childhood education, social work, psychology, human services, or related field will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess and maintain a valid driver's license prior to appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as main point of entry (POE) in helping families obtain necessary services and assistance for children who have developmental delays and disabilities. Schedules and attends a home visit to interview clients, explain the First Steps program, complete a developmental and social history, and have necessary First Steps papers signed by a parent; and, if child is eligible, conduct a family assessment. Participates in development of a client's Individualized Family Services Plan (IFSP). Arranges for delivery of needed services following assessment. Monitor's client's progress by making referrals, performing follow-up services and performs periodic reassessments of client progress in relation to the treatment plan, and facilitates effective transition to other services as applicable. Prepares and maintains current and confidential case records. Consults with service providers to determine client's status and progress. Provides education to family members to increase understanding of client's condition and in finding community resources. Intervenes on behalf of client making arrangements for emergency services.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Frequent travel is required.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*