

GREEN VALLEY ENTERPRISES INC
JOB DESCRIPTION

Job Title:	<u>Early Intervention Specialist</u>		
Listing:	EIS	Typical Hours:	Vary
Department(s):	601	License:	DPI 808,809
Physical Reqts Class:	100% A		WI Drivers
FLSA Status:	NonExempt	Revision:	January 1, 2014
Class:	C3		

DESCRIPTION

This position is responsible for providing the educational component for children in the Early Intervention Program, as well as supporting the objectives of the Early Identification team.

CORE EXPECTATIONS

- Unwavering respect for clients, families, and the agency's mission.
- Efficient and effective use of resources in support of agency objectives.
- Positive and forward-thinking team member; work well with others.
- On-going personal and professional growth.

RESPONSIBILITIES

- Perform educational evaluations, normally in the child's natural environment.
- Coordinate an interdisciplinary approach to promote success for the child and his/her family.
- Provide in-service trainings.
- Participate in staffings.
- Analyze materials and equipment used in the education process.
- Use agency systems and tools provided to work effectively and efficiently.
- Performs duties of the Early Intervention Service Coordinator position.
- Support regulatory compliance.
- Other duties as assigned.

SPECIFICATION

Knowledge

- B.A. Education; certification in Early Childhood Special Education.
- State (DPI) licensing 808, 809 or equivalent.

Skills

- Develops and implements therapy plans for children.
- Effectively use MS Office™, Vertex™, and similar or related agency systems as required.
- Instructs parents / caregivers in cares which will enhance the child's development.

Abilities

- Ability to work with families in a sensitive and respectful manner.
- Ability to manage deadlines and multiple priorities.
- Productive and supportive member of team and agency-wide initiatives.
- Unwavering respect for clients, families, and the agency's mission.

ACCOUNTABILITIES

- Successful implementation of care plans / IFSPs.
- Accountable for client, caregiver, and customer satisfaction with GVE’s services.

RELATIONSHIPS

- Reports to Early Identification Manager.

WORKING CONDITIONS

Employees in this job classification spend 80-90% of their time in a seated position at a desk or behind a steering wheel. Inside work typically involves well lit and comfortable office conditions; employees may experience eye or neck strain if they don't pay attention to ergonomic conditions. They may lift or reposition small children in the course of providing therapies or demonstrating to others how to provide therapies. Work is done remotely, so workdays are frequently split between office and driving conditions.

PHYSICAL REQUIREMENTS

A summary of physical requirements for this position is attached. Reasonable accommodations may be made to enable individuals with disabilities to perform the job responsibilities.

Employee Signature

Date

Atch: Physical Requirements Form