

FIRST STEPS SPOE TEAM COORDINATOR

Reports to: Primarily to the Director of SPOE 8

FLSA: Exempt

Salary Range: \$16.35 - \$25.25 hourly (approximately \$34,008 - \$52,520 annually)

DEFINITION

This position will oversee all SPOE 8 Early Intervention Teams. Provide guidance and assistance to Service Coordinator's and Providers, build understanding of requirements, and support EIT team members to meet the DESE requirements of the teaming model of services. Continually assess EIT team quality, documents, services, and records are complete. Provide mentoring to Service Coordinators in a supportive positive environment.

This description may not include all the duties, knowledge, skills, or abilities associated with this position.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Provide service coordination for a small caseload of children. The SPOE 8 Director will determine the size of the caseload. (See Service Coordinator Job Description.)

Assist SPOE Director with creation/implementation of additional EIT's per SPOE needs.

Assist Service Coordinator's with leading EIT morale and strive for best practice services to families.

Assist with Regional EIT meeting activities:

- Creation of the EIT Agendas
- Schedule EIT meetings in WebSPOE
- Email Agendas to EIT members one week in advance
- Facilitate EIT meetings (as needed)
- Provide DESE updates and/or training on new EIT information
- Take EIT notes
- Gather signatures, start and end times of EIT meeting participants
- Upload EIT Signature page and Agenda/Meeting notes into WebSPOE
- Utilize FS Data Entry staff to assist with case-note activities
- Collect / Maintain Memorandum of Understanding agreements with providers
- Assist with creation and/or review of EIT rules regularly

Perform targeted child-find and provider recruitment activities in areas with low child count or referral numbers and/or provider shortage.

- Visit Higher Education programs to share about the FS program and future provider opportunities.
- Visit PAT programs, Head Start, WIC, Clinics, other community programs/functions or activities.
- Assist with new provider enrollment, set up shadowing opportunities

- Maintain a waiting list of potential providers who are interested in providing services in Region 8.

Assist SPOE Director with monitoring the WebSPOE timely services list.

- Ensure compliance of SPOE 8 Timely Services process.
- Address issues that arise with timely services.

Assist the SPOE Director with quality assurance activities:

- Cross-check DAYC reports and accurate scoring on protocols for new Examiners and address issues as needed.
- Assist the SPOE Director with performance appraisals as requested.
- Assist the SPOE Director with observations of EIT meetings and Service Coordinator meetings as requested.
- Assist the SPOE Director with training new Service Coordinators and ongoing training for all Service Coordinators.

Participate in RICC (Regional Coordinating Council Committee) activities, including getting providers involved as needed. Assist in obtaining provider/family stories for mission moments at RICC meetings.

Attend or participate in all DESE-sponsored trainings, meetings, and conference calls if requested by the SPOE Director.

Work with the SPOE Director to lead team morale and develop strategies to assist Service Coordinators (SC) on the First Steps team as well as the entire agency to continually strive for best practice.

Completes essential duties of the SPOE Director 8 and/or Lead Service Coordinator during times of their absence.

Attend staff meetings concerning new or revised policies and procedures and implement new information accordingly.

Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.

Some travel required:

- Must be able to drive locally and within the SPOE 8 Region for work-related assignments.
- Must be able to attend DESE sponsored meetings/ trainings in other locations in Missouri.

Light lifting required. Extensive sitting.

Perform other related work as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

KNOWLEDGE, SKILLS AND ABILITIES

Experience working as a First Steps Service Coordinator and exhibits understanding and knowledge of Service Coordination methods, principles and techniques as they apply to early intervention practices.

Extensive knowledge of service providers and available services for individuals that First Steps services.

Ability to plan, organize, and evaluate the work of EIT team's and individual SC's.

Ability to educate First Steps providers and Service Coordinators regarding Department of Elementary and Secondary Education (DESE), IDEA Part C, and The First Step guidelines, regulations, procedures and policies.

Ability to quickly assess and evaluate crisis situations and problem solve with other parties involved to resolve conflict in a healthy positive manner.

Ability to communicate effectively orally and in writing.

Ability to identify potential abuse and neglect situation and follow protocol according to all applicable regulatory requirements.

Ability to establish effective working relationships with providers, co-workers and public.

Ability to bend, sit, stand, and stoop.

Demonstrates professional work ethic.

Must be able to pass a background screening.

EXPERIENCE AND EDUCATION

The Team Coordinator must meet all the qualifications as listed in the Service Coordinator job description.

The Team Coordinator must have a minimum of a Bachelor's degree that meets the DESE criteria for a service coordinator, with at least two-years of early intervention experience, of which at least two-years must have been as a member of a multi-disciplinary treatment team and documented experience working with families.

Management or supervisory experience in an educational, childcare, or social service setting preferred.

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