
Job Title: Family Resources Coordinator

Department: Early Intervention

FLSA Classification: Hourly

Reports to: Program Director and Lead FRC

Hours: 40 hours/week with flexible schedule

JOB SUMMARY

Provide family resources coordination, promoting self-advocacy for parents of infants and toddlers from birth to three years of age in Snohomish County. Services provided in home, or other community setting. Function as member of collaborative and supportive multi-disciplinary team, ensuring services identified in the Individual Family Service Plan (IFSP) are available.

ESSENTIAL DUTIES & RESPONSIBILITIES

Responsibilities:

1. Assist in developmental evaluations of infants and young children with or at risk for developmental disabilities. Complete comprehensive report based on findings and communicates results of evaluation and recommendations to family/caregivers, multi-disciplinary team members as well as other medical, educational and social service professionals.
2. Input all child and family information for IFSP into the ESIT Data Management System within 10 days of visit. Complete progress notes as necessary.
3. Facilitate the development and implementation of Individual Family Service Plans (IFSP) promoting parent-directed priorities and outcomes in the child's natural environment. Must collaborate with therapists to ensure services are provided consistent with plan. Follow ESIT requirements and timelines.
4. Review therapist's reports for accuracy prior to distribution.
5. Maintain accurate and organized client files.
6. Attend trainings to maintain current knowledge of ESIT system and requirements. Participate in continuing education to maintain FRC certification. Be available to provide mentoring to new staff upon request.
7. Ability to explain complex systems to families so they can successfully navigate the early intervention system. Provide ongoing resources as appropriate to address individual family outcomes.
8. Enroll child into school district services and provide school district child count to program manager monthly.
9. Coordinate transition meeting between family and school district no less than 90 days prior to child's 3rd birthday. The FRC is responsible to collect reports from therapists and provide to school district prior to this meeting.
10. Coordinate with FRC's outside of Sherwood as appropriate to complete intake, arrange evaluation by therapist and meet required timelines.
11. All information must be entered into Sherwood billing system by the last day of the month.
12. Maintain confidentiality of personal information and medical records.

13. Attend all staff meetings as required by manager.
14. Attend meetings in the community to represent Sherwood as requested by manager.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education
 - Required: Professional certification or Licensure in education or related field according to minimum standards of the State of Washington and/or be a parent of a child with disabilities
 - Required: Eligibility for registration as Family Resources Coordinator through State ESIT
2. Experience
 - Desired: Experience in early intervention
 - Desired: Experience in accessing community resources related to disabilities
3. Other required Knowledge, Skills and Abilities:
 - Commitment to designing and implementing programs, which respond to family needs and support families and young children with delays in their communities
 - Ability to collaborate with multiple professionals as part of child study team
 - Must hold valid Washington State Driver's License and be prepared to provide proof of automobile insurance
 - Must pass criminal background check

EQUIPMENT USED

- Computer, including basic use of Microsoft Office Suite.
- Phone
- iPad
- Standardized developmental evaluation tools

MENTAL & PHYSICAL DEMANDS/WORKING CONDITIONS

- 1 Mental Effort
 - Sherwood offers a positive work environment that this position, as part of a multi-disciplinary team, would need to cultivate through positive leadership and a responsible, consistent work ethic.
 - This position requires ability to multi-task, decision making, creative thinking, troubleshooting and follow-through.
- 2 Physical Requirements
 - Able to comfortably work in a variety of community settings including family homes and child care as well as an office environment
 - Ability to access homes which may have a variety of accessibility issues including, but not limited to, steep staircases without railing, extended distance from parking to home entrance and uneven ground or obstacles in or outside of the home.
 - Therapy activities may include working on the floor, stooping, kneeling, reaching and lifting children and equipment up to 25 pounds.

3 Working Conditions

- Must be able to drive up to 75 minutes between home visits.
- Must be able to drive at night and in inclement weather conditions.
- Varied conditions in the field as well as indoor office

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

The job description does not constitute a written or implied contract of employment. Sherwood Community Services reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency's mission "to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities." The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran's status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.