



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

EARLY CHILDHOOD SERVICES COORDINATOR

Job Number: 21000750

Job Code: 62320V231016

Job Group: 6200 - HUMAN SERVICES

Job Established: 03/16/2015

Job Revised: 10/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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 Kentucky's Early Intervention Program clients to include client assessment and evaluation, service delivery, and case consultation; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

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 a valid driver's license prior to employment in this job classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possess and maintains required licensure(s), certification(s) or other credentials.

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:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

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:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.