

**COMMUNITY OPTIONS INC.**  
**JOB DESCRIPTION**  
**Assistant Director/Early Intervention (EI) Coordinator**

**Purpose:** This position has administrative responsibility for all direct services in Early Intervention/Part C. Responsibilities include day-to-day oversight as well as long range planning. Work as a team member in providing for the needs of children, birth to three years old, who met State of Colorado eligibility requirements. Interface with families and other service providers, such as occupational/physical therapists, social service-providers, and medical personnel, in planning, delivering, and evaluating interventions that positively impact the developmental needs of the child. Provide direct services in home that may include technical/medical interventions, as well as developmentally appropriate learning activities.

**Qualifications:** Minimum of a Bachelor's degree in Early Childhood Development, Special Education or a related field is required. At least three years' experience in early childhood education and supervisory experience preferred. Knowledge of developmental milestones, assessment of infants and very young children, and a wide array of disabling conditions in children birth to three years of age strongly preferred. Knowledgeable of early intervention services and federal and state requirements strongly preferred. Must have reliable transportation, acceptable criminal background check and driving record.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Supervision:**

1. Supervises all Early Intervention, Family Support/Services staff and Service Coordinators which includes interviewing and selecting staff, overseeing day to day execution of staff duties, assignment of staff to particular duties, evaluation of staff, and making recommendations to the Director of Case Management for personnel actions. .
2. Oversees quality and timeliness of all personnel related reports and documentation.
3. Acts as liaison between staff and the Director of Case Management. Is responsible for communication and training regarding policies of Community Options to the EI staff.
4. Plans an ongoing in-service and staff development program.
5. Direct or indirect supervision is dependent on current staffing patterns.

**Program Oversight:**

1. Maintains familiarity with all laws, rules and regulations applying to program components from agencies and organizations such as the EI Colorado and Department of Education.
2. Assures overall program quality and is accountable to all appropriate parties concerned with program accountability including all required reports and documentation.
3. Plans the development of new directions for the program; develops annual goals and evaluates progress.
4. Serves an advocacy role in the community for families whose children have disabilities.
5. Observes and is active within program components and meets on a regular basis with staff.
6. Develops, revises and implements required Memorandums of Understanding (MOU's) as necessary.
7. Contact for families regarding procedreal safeguards.

**Relationship Collaboration:**

1. Establishes and maintains good working relations with all departments within Community Options, Inc., serves on various committees within the agency.
2. Meets with representatives of other agencies as needed and as assigned by the Director of Case Management to conduct interagency business and develop collaborative relationships.
3. Responsible for the local implementation of a comprehensive and coordinated system of early intervention services.
4. Participates in various community groups, committees and boards related to support services for children and their families. Committees include Early Childhood Councils and Local Inter-agency Coordinating Council.
5. Liaison to the Department regarding the early intervention program.
6. Serves as the visible leader of the department and maintains positive public relations with parents, agencies, individuals and the community at large.

7. Gathers, synthesizes, and relays questions and suggestions through weekly meetings with staff and with the Director of Case Management.
8. Attends regular meetings making recommendations for policy, decisions and future planning of the agency.
9. Attends meetings and coordinates communications from state agencies and associations concerning any of the programs/services operated and/or coordinated by this Department.

**Oversight of Contractors:**

1. Develops resources and initiates contracts with potential providers for programs as needed.
2. Develops contracts, monitors contract performance and manages regional Part C contract with Gunnison /Hinsdale Counties.

**Budgetary Responsibilities:**

1. Work cooperatively with the Case Management Director, prepares the annual budget for all program components including budget revisions as needed.
2. Manages and oversees department budget.
3. Submits all expenditures to Director of Case Management for authorization.
4. Oversees all grant applications, reports and fund-raising related to the program.

**Other Duties:**

1. Works with community groups and individuals who wish to volunteer on behalf of the program.
2. Travel throughout Colorado for a variety of meetings and trainings.
3. Maintains skills using computer, including word processing, database and spreadsheets

**PHYSICAL DEMANDS/ENVIRONMENTAL CONDITIONS:** Coordinators spend numerous hours at a computer terminal. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Coordinators must guard against repetitive motion injury because they may make substantial movements (motions) of the wrists, hands and /or fingers.
2. Coordinators must exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly.
3. Administrative work involves sitting most of the time, however, Coordinators are occasionally required to walk or stand, stoop, kneel or crouch.
4. Coordinators must be able to reach forward, backward and upward with hands and arms as well as use fingers for grasping, picking, pinching or typing.
5. Specific vision abilities required by this job include close visual acuity to prepare and/or analyze data, view computer terminals, view written documents and engage in extensive reading.

**SUPERVISION:**

The EI Coordinator reports to the Director of Case Management. The EI Coordinator supervises all EI staff, Family Support staff and Services Coordinators.

I have read this job description and can perform all the essential duties of the position with or without reasonable accommodation.

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Print Name

Sign Name

Date