



## FAMILY SERVICES COORDINATOR (FSC) JOB DESCRIPTION

### **General Responsibilities:**

Responsible for coordinating all components of an early childhood program that serves children birth through age twenty-one.

### **Immediate Supervisor:**

Director of Special Education

### **Minimum Educational/Certification Qualifications:**

Bachelor of Arts or Bachelor of Science degree in Social Work or a related field is required. Experience or training in social work or case management is preferred.

### **Essential Duties:**

- Meet timelines for required program documentation, which includes but is not limited to: assessment reports including any other required reports related to the job, IEPs/IFSPs, COS data, etc.
- Responsible for learning and following the rules and regulations governing services to children with disabilities according to the Individuals with Disabilities Education Act (IDEA).
- Serve as initial contact for families and facilitate family interviews.
- Process referrals for early intervention services and establish a Multi-Disciplinary Assessment Team.
- Provide necessary documentation of MDAT reports in a clear, concise, accurate, and timely manner.
- Facilitate and participate in the development, review and evaluation of all IFSP (Individualized Family Service Plan) or IEP (Individualized Education Plan) meetings to ensure compliance.
- In order to assist families in developing strengths and skills necessary to support children with disabilities or delays, develop and maintain interagency contacts along with making appropriate referrals to other community or regional agencies.
- Monitor master files and assure that all required forms are completed.
- Coordinate an early intervention team to provide services as stated in the IEP, IFSP.
- Coordinate all transition activities to another program of the parents/guardians' choice.
- Facilitate the development of individual transition plans from Part C to Part B programs and from Part B to Kindergarten.
- Facilitate communication between the family, IFSP/IEP team and other service providers.
- Support and attend community agency meetings as necessary.
- Coordinate the enrollment of children into the preschool program.
- Stay informed and in compliance with current laws and practices, which may include attending trainings, online trainings, or seminars, contingent on budgetary allowance.
- Must attend staff meetings, team meetings, trainings, and other required meetings on time and as scheduled.
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy.
- Must follow all policies and procedures of CDC.
- Must be willing to perform other duties as assigned.

**Skills Required:**

- General computer skills including working knowledge of the MS Office Suite and Google.
- Ability to learn and navigate additional web-based data systems as required by BHD/WDE.
- Ability to learn new procedures, laws, and software, as needed.
- Ability to work in a collaborative work environment.
- Must maintain a high level of confidentiality relative to all matters at CDC.
- Must be reliable, organized and detail oriented.
- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Ability to multi-task and manage large and small projects without supervision.
- Must have reliable transportation to use for home visits.
- Maintain a valid driver’s license and appropriate auto insurance.
- Ability to drive in a variety of weather conditions and be able to make “best judgment” decisions regarding the safety of travel based on weather and road conditions.
- Represent CDC in a professional manner.

**Physical/Environmental Requirements:**

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted.
- Must be able to tolerate air-conditioned buildings and fluorescent lights.
- Must be able to work effectively in a stressful environment.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

**THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.**

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**Acknowledgement of job requirements:**

I have read and understand the requirements and essential job duties of the position. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_



1. Live Each Day with Courage
2. Take Pride in Your Work
3. Always Finish What You Start
4. Do What Has to Be Done
5. Be Tough, But Fair
6. When You Make a Promise, Keep It
7. Ride for the Brand
8. Talk Less and Say More
9. Remember That Some Things Aren't For Sale
10. Know Where to Draw the Line