



# ASHTABULA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**Board Office**  
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Ashtabula, Ohio 44004-4493  
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Anne M. Zeitler, Superintendent

**Adult Services/  
Ash/Craft Industries**  
5959 Green Road  
Ashtabula, Ohio 44004  
Phone: (440) 224-2177  
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**Community Support Services  
Service and Support  
Administration**  
500 West Main Street  
Geneva, Ohio 44041  
Phone: (440) 466-7110  
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**Happy Hearts School**  
2505 South Ridge Road East  
Ashtabula, Ohio 44004-4493  
Phone: (440) 224-2157  
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**Help Me Grow  
Early Intervention**  
2505 South Ridge Road East  
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**Investigative Support Services**  
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**Transportation**  
5959 Green Road  
Ashtabula, Ohio 44004  
Phone: (440) 224-2177  
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**DATE POSTED:** January 9, 2019

**APPROXIMATE  
START DATE:** February 11, 2019

## **NOTICE OF POSITION OPENING**

**POSITION:** Developmental Specialist - Service Coordinator

**LOCATION:** Ashtabula County Board of DD  
Ashtabula County, Ashtabula, Ohio 44004

**JOB DUTIES:** Provide in-home supports and service coordination to Part C eligible children (0 to 3) and their families.

**MINIMUM  
QUALIFICATIONS:** Bachelor Degree or graduate-level degree from an accredited college or university in education, health, social or behavioral science, social services, human services or related field. Licensure in counseling, early childhood or special education, nursing, counseling or social work. Eligible for Ohio Department of Developmental Disabilities Early Intervention Specialist Certification. Eligible for Ohio Department of Health Service Coordination Credential. Proficient computer skills. Valid driver's license and reliable transportation. All applicants recommended for hire must complete a medical evaluation and drug screen prior to hire.

**REQUIREMENT FOR  
SAFETY SENSITIVE  
POSITION:** Criminal background check.

**SALARY:** Commensurate with education and experience.

**APPLICATION  
PROCEDURE:** Obtain an application online at [www.ashtabuladd.org](http://www.ashtabuladd.org) and return to the Board Office at:

Ashtabula County Board of DD  
2505 South Ridge Road East  
Ashtabula, Ohio 44004

**APPLICATION  
DEADLINE:** January 23, 2019 or until filled

ASHTABULA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Developmental Specialist  
Service Coordinator  
Job Description Review

Thank you for applying for the position of Developmental Specialist  
Service Coordinator

Please take the time to thoroughly review the job description. Upon completion of your review, in writing, a summary of your areas of strength as well as any areas/skills needed to be acquired or enhanced as they pertain to the job description/requirements. Please return your completed summary to the Board Office.

Selected candidates will be contacted to schedule an interview.

Printed Name: \_\_\_\_\_

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

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



<b>TITLE OF POSITION</b>	<b>DEVELOPMENTAL SPECIALIST - SERVICE COORDINATOR</b>
UNIT OR OFFICE	Early Intervention
COUNTY OF EMPLOYMENT	ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR	Director of Early Intervention
NORMAL WORKING HOURS	8:30 a.m. – 3:30 p.m. or hours may vary depending upon child/family needs
<b>PURPOSE OF POSITION</b>	Provide in-home supports and service coordination to Part C-eligible children (0 to 3) and their families.

### JOB DESCRIPTION

- Develop and implement in-home supports which include, but are not limited to the design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive process and social interaction that lead to achieving the outcomes of the child's IFSP.
- Provide families with information, skills and support related to enhancing the skill development of the child as well as working with the child to enhance the child's development.
- Create and maintain records including daily documentation. Ensure accurate data and recording keeping under Early Track.
- Provide service coordination in the family home and/or natural environments as required.
  - A. Eligibility determination
  - B. Facilitation and coordination of Individual Family Service Plan (IFSP)
  - C. Screening and assessment
  - D. Linkage for service providers/resources. Develop and maintain resources list.
  - E. Transition planning and activities
- Monitor and ensure timelines for compliance.
- Ensure compliance with all local, state and federal rules and regulations applicable to the program service delivery system.
- Maintains clear communication within the program. (e.g. periodically throughout the day checking and responding to email, voice mail, fax and written communication, etc).
- May be exposed to adverse weather conditions while driving.
- Will work in an environment with children with developmental disabilities and behavioral difficulties. Will be aware of potential for exposure to infectious disease and be expected to promote appropriate preventative approaches to maintain appropriate protocols.
- Comply with guidelines established by the Ohio Department of Developmental Disabilities (DODD) and the Ashtabula County Board of DD (ACBDD) policies and procedures regarding reporting of alleged abuse and/or neglect and other incidents as outlined in 5123:1-17-02: Addressing major unusual incidents and unusual incidents to ensure health, welfare and continuous quality improvement.

This position description is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class, and should not be interpreted to describe all the duties which may be required of employees holding a position assigned to this class.

### MINIMUM ACCEPTABLE CHARACTERISTICS

- Bachelor Degree from an accredited college or university with concentration in child development education or related to working with children and families.
- Eligible for, obtain and maintain DODD Developmental Specialist Certification and ODH Service Coordination Credential
- Valid driver's license and reliable transportation.
- Ability to work cooperatively to create, nourish and maintain a comprehensive, collaborative and coordinated family-center system.
- Ability to interact with others in a courteous and professional manner.
- Ability to accept supervision and maintain flexibility.
- Ability to recognize unusual conditions and take appropriate action.
- Ability to maintain confidentiality.
- Ability to maintain accurate Child Records.
- Ability to follow ACBDD, DODD and ODH policy and procedures.
- Proficient computer skills. Ability to enter/perform data entry for Early Track.
- Ability to write legibly.
- Ability to interact with others in a courteous and professional manner.

**PHYSICAL CAPACITY**

- Ability to sit, stand, reach, and bend;
- Ability to perform non-violent physical crisis interventions; and
- Ability to lift 25 pounds.

**Signature of Employee and Date:**

I have read and understand this position description and to the best of my knowledge I believe I can perform these duties.

**Signature of Agency Representative and Date:**