

The Regional Office of Education #1/Child and Family Connections has an opening for an Early Intervention Service Coordinator in our Quincy, Illinois office location. This is a full-time position with regionally competitive pay/benefits. Case Management/Service Coordination for the counties of Adams, Brown, and Pike to work with families who have infants and toddlers with possible developmental delays. Candidates must be detail oriented and organized. Applicants should submit their cover letter and resume to khoffman@roe1.net. **Deadline for applications is Friday, November 22nd, 2024.**

Qualifications:

1. A Bachelor's degree or higher from an accredited college or university in Education, Social Work, Human Services, Behavioral Science or health related field. **(Required)**
2. Official Transcript **(Required)**.
3. Driver's License **(Required)**
4. Experience as an EI provider or Service Coordinator **(Preferred)**
5. Completion of professional development as required for Service Coordination credential **(Provided by employer)**

Service Coordinator would travel to Adams, Brown, and Pike counties for appointments with an office at 510 Maine Street in Quincy, IL. Travel is required as families are seen in the community and in their homes.

Employer: Regional Office of Education #1
507 Vermont Street
Quincy, IL 62301

Reports to: Program Manager of Child and Family Connections #17

Evaluation: Job performance will be evaluated annually by the Program Manager.

Responsibilities include:

- Travel
- Home visits
- Documentation of State required paperwork
- Coordinate the performance of evaluations and assessments, including gathering and reviewing existing information.
- Facilitate and participate in the development of IFSP's within 45 days.
- Assist families in identifying available service providers.
- Coordinate and monitor the delivery of available services.

- Inform families of (their rights and) availability of advocacy services.
- Serve as initial contact for intake with families within 2 days of referral.
- Authorizes evaluations and services.

Bachelor's degree required

We offer competitive base pay, mileage/cellphone reimbursement, and these great benefits:

- Excellent health insurance -100% employer paid premiums for employee health, dental.
- Vision insurance
- Life insurance
- Great retirement plan with generous employer matching contribution
- Paid vacation, sick time, personal time, and state holidays
- As a non-profit employer many employees also can qualify for student loan forgiveness programs'
- Professional development assistance
- Flexible schedule

Work Remotely

- No

Pay: Starting salary of \$38,000-\$40,000.00 per year

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Work Location: In person