

## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Director of Early Intervention Program (EIP)

**CATEGORY OF EMPLOYMENT /STATUS:** Administrative

**CATEGORY OF EMPLOYMENT/CLASSIFICATION:** Full time/Exempt

**DEPARTMENT:** Jerry Davis Center for Children and Families (JDCCF)

**JOB SUMMARY:** Coordinate ongoing operations and activities of the Early Intervention Program. Responsibilities include Independent Contractor recruitment and training, program development, coordination of the service verification process, case management and ancillary duties.

**LOCATION:** As per the need of the service; generally work is performed at the program site.

### **DUTIES:**

1. Coordinate schedules for Early Intervention Program (EIP) Independent Contractors (IC). Supervise performance and activities of said ICs.
2. Coordinate program services for EIP program participants; maintain data for monthly reports, maintain records in accordance with Part C guidelines; assist in the preparation of and monitoring of EIP services.
3. Coordinate monthly service verification in conjunction with the Administrative Assistant including verifying service logs and preparation and submission of purchase orders to Finance.
4. Participate with team in determining continued eligibility and recommendations for services. Maintain updated case management assignments and serve as case manager in coordinating services for families.
5. Maintain availability to parents and/or service providers to answer questions to facilitate problem solving with respect to needs identification and resource procurement.

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6. Maintain contact with Special Child Health Services, Mid Jersey Regional Early Intervention Collaborative, and community agencies to meet the needs of families.
7. Conduct interviews ICs for EIP. Coordinate selection, collection of required documentation (I-9, W-2, insurance coverage, etc.) and issuance of contract.
8. Maintain up to date contracts for IC and ensure currency and compliance in all contractual language.
9. Prepare the budget for the Early Intervention Program, monitoring the revenue and expenditures to ensure there is no overspending.
10. In the absence of the Director act as a liaison to agency personnel on matters relating to the JDCCF, attend meetings and/or act as a representative for JDCCF.
11. Assist with grant writing and other administrative duties as needed or as requested by the Director
12. Review written reports, evaluations progress reports and IFSP's of all children/ families.
13. Prepare orientation materials and ensure that new ICs have participated in required trainings.
14. Review charts to ensure that required information is available, update as needed.
15. Meet with visitors (agency and service providers, representatives, families, etc.) to describe program, population, etc. and conduct tours of facilities as necessary.
16. The employee must cooperate with the Licensee and Department staff in any inspection or investigation.
17. Perform additional duties as required by the nature of the position, or as requested by supervisor.

**IMMEDIATE SUPERVISOR:** Director of Children and Family Services

**DIRECTION OF OTHERS:** Early Intervention Independent Contractors and Administrative Assistant

**EDUCATION:** BA/BS in related field. MA/M.Ed. Preferred.

**EXPERIENCE/TRAINING:** Minimum of 3 years working with people with developmental disabilities and a minimum of one year in a supervisory position.

**EQUIPMENT:** Must possess a valid NJ driver's license and be considered insurable by the Agency's auto insurance carrier. Must be capable of driving a van or, if necessary, another vehicle.

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**JUDGEMENT AND INITIATIVE:** Must have the ability to successfully work as a member of an interdisciplinary team, and also work independently with minimal supervision or input from others.

**COMMUNICATION SKILLS:** Must communicate well both orally and in writing in English with all levels of ICs, staff and non-agency personnel.

**WORKING CONDITIONS/HAZARDS:** The behavior of consumers may change dramatically without obvious cause, this may create, at times, hazardous situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**SALARY RANGE:** As per Agency salary guide.

**DATE EFFECTIVE:** May 01, 2001

**DISCLAIMER CLAUSE:** This job description and specifications are not intended and should not be construed to be exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the Assistant Director of Early Intervention Programs' position within this Agency's operation.

Revised: 01/02, 11/03, 5/10, 3/11