



## **JOB ANNOUNCEMENT – Service Coordinator – ECI Program**

The mission of PdN Children's is that we help children with special needs achieve their fullest potential. Our vision is a world where all children thrive in an inclusive environment, recognized by their abilities and talents, rather than their differences. We've been serving children with special needs since 1948 and we love what we do and why we do it! Join us in our mission and make the journey with the precious children we serve.

**Job Type: Full-time**

**Salary: \$35,568 - \$46,931 per year**

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**Summary/Objective - To provide all functions of Service Coordination to include case management services and conduct developmental evaluations as part of an interdisciplinary team.**

### **General Duties**

- **Provide all aspects of case management for assigned families**
- **Conduct initial and annual evaluations as second or third professional**
- **Assist families with transition process**
- **Staff assigned cases with interdisciplinary team**
- **Complete pre-enrollment process, as needed, to include coordinating initial evaluations and IFSPs**
- **Close cases as needed and approved by supervisor**
- **Make sure all paperwork/packets are completely filled and are accurate**
- **Meet all timelines (transition, six month periodic reviews, annual evaluations, etc.)**

### **Required Education and Experience**

- **Bachelor Degree in Social Work, Licensed Social Worker in the state of Texas, or credentialed as a fully qualified Early Intervention Specialist,**
- **valid Texas driver's license**
- **current CPR/First Aid certification**
- **ability to work with an interdisciplinary team**
- **excellent written and oral communication skills.**

### **Preferred Education and Experience**

- **Excellent written and oral communication skills**
- **Skilled in computer applications, record keeping practices**

- Experience working with children under the age of three years and experience working with children having developmental delays or medical diagnosis that qualify for ECI services

#### **Additional Eligibility Qualifications**

- Must have a reliable vehicle and current automobile insurance
- Must have own cell phone for correspondence and communication with families and other staff

**Other Duties -** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Work Environment -** Work is primarily in the child's "natural" environment. May provide services via telehealth platform as approved by program director and funding source. Occasional visits to the office may be necessary to turn in paperwork, make copies, fax documents, etc.

**Essential Functions -** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Please submit application (<http://pdnchildrens.org/career-opportunities/>) and requested documentation to [admin@pdnchildrens.org](mailto:admin@pdnchildrens.org)**