

Job Summary:

The job of Early Intervention Assistant (EIA) position is established for the purpose of developing and implementing the Individualized Family Service Plan (IFSP) and early intervention coaching-consultation services to families with eligible infants and toddlers (0-3). The EIA will maintain a caseload, conduct assessments and meetings, write and implement updates and outcomes and provide direct intervention strategies for children with special needs and their families in natural environments.

Essential Functions:

- Receives Infant-Toddler (0-3) referrals and maintains a caseload of children for the purpose of implementing early intervention services to the child and family/guardian.
- Completes child's enrollment process through the development of the initial IFSP.
- Assesses the child's developmental levels in critical domain areas for the purpose of planning and facilitating the early intervention program.
- Provides assessment levels pages, outcomes and updates as well as Transition Planning Information as part of the development of the on-going IFSP for the individual child.
- Conducts required meetings and produces required documents for assigned children.
- Collaborates, communicates and coordinates with other program service providers and agencies.
- Confers in advance to review assessments, outcomes, transitions, and each child's individualized early intervention program.
- Conducts routines-based interviews and Eco mapping with families to identify activities and supports.
- Follows the coaching-consultative method to encourage parent participation in learning techniques and strategies to facilitate the child's learning and achieving developmental milestones.
- Models strategies with the child to encourage continuous parent participation in the child's development process with focus of the parent being the child's primary teacher.
- Organizes and updates materials, articles, activities and instructional strategies as part of the coaching consultative method process for the parents.
- Makes referrals to the program Case Review Team regarding any specialized support needs.
- Maintains a complete advanced schedule to include visits, meetings, report writing, etc.
- Assists/arranges activities within the natural environments for program-wide and individual families.
- Maintains records for documenting progress, cancellations, daily service units and monthly contacts for each child.
- Maintains records to demonstrate Medi-Cal Administrative Activities (MAA) participation.
- Practices safe driving to implement services in the natural environments.
- Adheres to healthy practices, program policies and procedures.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - assess infant toddler developmental levels of performance in main areas;
 - speak and interact with children, adults and other professionals;
 - develop IFSP's and outcomes as a team member in a timely manner;
 - implement strategies for child to reach potential developmental outcomes;
 - write and develop initial and on-going outcomes to meet the varying special needs of the children and families;
 - individualize the plans for each child;
 - organize, develop and follow a schedule for visits and meetings weeks in advance;
 - read, interpret, explain and apply rules, regulations, policies, and procedures;
 - collect, organize and evaluate information, draw valid conclusions and make appropriate recommendations;
- **Knowledge of:**
 - early intervention strategies and techniques and related IFSP paperwork requirements;
 - early child development and varying special needs of children with disabilities.
 - coaching and consulting methods with families regarding intervention and development;
 - implementing on-going modifications/adaptations, ideas, and strategies to help the child meet milestones;
 - IFSP process for ages birth to three.
 - caseload management methods and techniques;
- **Ability to:**
 - maintain an approved appointment schedule to meet the needs of the assigned caseload;
 - communicate orally, and in writing, with team and agencies;
 - conduct observations and compile information in a sequential manner for reports;
 - write reports and keep data for on-going planning purposes;
 - conduct meetings;
 - accept suggestions and recommendations from others;
 - coordinate services with a team;
 - implement programs in the family homes and other natural environments;
 - solve problems, maintain confidentiality and professionalism;
 - handle complex issues that arise in the family homes;
 - represent the program in a professional manner.

Responsibilities include: working under limited supervision; leading, guiding and/or coordinating other persons; and operating within a defined budget and/or financial guidelines. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking and 25% standing.

Experience Required:

- Two years of experience providing services to infants/toddlers in a structured and formal early childhood education/development program.

Education Required:

- A.A. degree with 24 units in Child Development, Early Childhood Education or closely related field is required.
- Four years of work experience providing early childhood education/development services may substitute for the A.A. degree.
- Bachelor's degree in Child Development, Early Childhood Education or related field is preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

Other Requirements:

- Use own vehicle to travel to various locations within Tulare County.
- Skills to speak, read and write another language and willingness to use this skill in the performance of the job may be required for some assignments.

FLSA Status: Non-Exempt**October 2014**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.