

EARLY INTERVENTION SPECIALIST - OUTREACH

Job Description

This position reports to the ILP Coordinator. Applicant must agree to apply to Alaska SEED Registry within 30 days of hire and complete all requirements for Part C Certification within 6 months.

Please note: This position requires up to 8 days per month of road or air travel to rural locations and is eligible for travel pay bonus.

MINIMUM QUALIFICATIONS:

1. Meet requirements of Alaska SEED Registry, EI/ILP Level 10 Developmental Specialist II (See ACCA website for more information);
 - A Bachelor's Degree in Special Education, Early Childhood Education, Social Work, or a related field with current certification or professional license;
 - OR
 - A Master's degree in Special Education, Early Childhood Education, Social Work, or a related field with or without certification or professional license;
 - OR
 - A Bachelor's or Master's Degree in Occupational Therapy, Physical Therapy, Speech and Language Pathology, or a related field with current State of Alaska professional license;
2. A minimum of one year experience with infants/toddlers or young children.

JOB RESPONSIBILITIES:

1. In partnership with ILP Referral Specialist and ILP Supervisors, assist in intake process to include:
 - a. Ensure response and follow-up to referrals received by ILP in regions assigned;
 - b. Ensure that pertinent developmental, medical, and social history is obtained;
 - c. Determine need and ensure screening and/or developmental team assessment;
 - d. Conduct developmental screenings;
 - e. Provide appropriate referrals to community health and social service agencies;
 - f. Ensure documentation of all referral, screening, and intake activities to include documentation in Electronic Health Record, and completion of required paperwork;
 - g. Ensure confidentiality of protected health information.
 - h. Collaborate and participate with ILP Coordinator in areas of Child Find, public awareness, and collaboration with other agencies and service providers;
 - i. Provide hearing and vision screening on an ongoing basis.
2. Provide Early Intervention Services with a caseload of children and their families, following ACCA ILP Procedures, ensuring compliance with Federal and State Part C and Medicaid regulations and timelines in all aspects of services including but not limited to the following:
 - a. Referral, intake and screening activities;
 - b. Administration and scoring of developmental assessment tools;
 - c. IFSP development, revision, review and ratings;
 - d. Child Outcomes Summary Ratings;
 - e. Implementation of goals and objectives on IFSP in a variety of community settings, utilizing developmentally appropriate and effective evidence-based practices;

- f. Family Service Coordination including oversight of ILP services, transition out of ILP and referrals for outside services;
 - g. Ensure compliance with all billing and paperwork requirements of Medicaid, Tricare and Private Insurances, implementation of intervention activities in accordance with best practice guidelines of field of practice, and maintenance of State of Alaska licensure and SEED registry including meeting continuing education requirements;
 - h. Facilitation of group activities as agreed upon with ILP Coordinator;
 - i. Accurately maintain paperwork documentation, Electronic Health Records and client files;
 - j. Demonstration of a family-centered philosophy, and respect for cultural diversity.
3. Attend and participate in staff meetings and training required by ILP and ACCA.
 4. Work as member of ILP Staff to develop and implement goals, objectives and procedures of the Infant Learning Program in order to ensure compliance with Part C, State and Medicaid regulations.
 5. Demonstrate computer and electronics literacy to be self-sufficient in:
 - a. Basic computer software maintenance;
 - b. Basic internet skills and safe internet practices;
 - c. Writing, finding, saving and printing documents such as correspondence;
 - d. Utilization of agency e-mail and phone systems;
 - e. Ensuring compliance with HIPAA policies;
 - f. Utilizing smartphone for communication and documentation;
 - g. Entering data into client Electronic Health Record.
 6. Complete administrative paperwork including, but not limited to:
 - a. Mileage/travel expenses;
 - b. Monthly timesheets;
 - c. Purchase order requests.
 7. Support program and agency community relationships by participating in community outreach activities such as Health Fairs.
 8. Practice professional work habits including dependability, ethical practices, ethical communication, adherence to personnel policies and procedures, effective time management, independence, teamwork and responsibility. Maintain positive working relationships with co-workers and community members.
 9. Pursue continuing education and professional growth experiences in the field of Early Intervention and Child Development, as well as in own professional field.

WORK ENVIRONMENT AND PHYSICAL EFFORT

General office environment. Conditions are pleasant, clean and professional where accidents/hazards are negligible. Requires short periods of moderate lifting, pushing, or pulling. Job requires travel in employee's own insured automobile to home and community settings as well as travel in small and large planes to remote communities.