

Infant Learning Program Referral Specialist Job Description

TYPE OF POSITION: Full Time, non-exempt, hourly

SALARY: Pay Grade B, Range Dependent on Experience and Education

JOB SUMMARY: Responsible for performing referral process for all referrals received. 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. This position reports to the ILP Coordinator.

MINIMUM QUALIFICATIONS:

1. Meet requirements of Alaska SEED Registry, EI/ILP Level 7 Developmental Associate I or higher;
 - Current CDA, current PAT credential, or 12 EC credits for Developmental Associate I
OR
 - Associate's Degree in related field without licensure for Developmental Associate II;
OR
 - A Bachelor's Degree in Special Education, Early Childhood Education, Social Work, or a related field without current certification or professional license;
2. A minimum of one year experience with infants/toddlers or young children.
3. Completion of Part C Credential within three months of employment start.

JOB RESPONSIBILITIES:

1. Responsible for family centered referral process to include:
 - a. Ensure timely response and follow-up to all referrals received by ILP;
 - 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, ILP database 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. Ensure documentation of referrals, screening, and other pertinent data in ILP database for all children;
 - j. 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;
 - k. Assist team in providing hearing and vision screening on an ongoing basis.
2. Attend and participate in staff meetings and training required by ILP and ACCA.
3. 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.

4. 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 system;
 - e. Ensuring compliance with HIPAA policies;
 - f. Utilizing smartphone for communication and documentation;
 - g. Entering data into client Electronic Health Record and ILP Database.
5. Complete administrative paperwork including, but not limited to:
 - a. Mileage/travel expenses;
 - b. Monthly timesheets;
 - c. Purchase order requests.
3. Support program and agency community relationships by participating in community outreach activities such as Health Fairs.
6. 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.
7. Pursue continuing education and professional growth experiences in the field of Early Intervention and Child Development, as well as in own professional field.
8. Other duties may be assigned.

WORK ENVIRONMENT AND PHYSICAL EFFORT

General office environment. Conditions are pleasant, clean and professional where accidents/hazards are negligible. Requires use of computer, fax, and copier. Clear diction, listening skills and appropriate professional office and telephone etiquette are necessary for effective communication with staff and public. Job may require entry into private homes, child care centers and other community locations. Occasional required travel in employee's own insured automobile.