

# EARLY INTERVENTION SPECIALIST

## Job Description

**TYPE OF POSITION:** Full Time, exempt, salary

**SALARY:** Pay Grade C or D, Range Dependent on Experience and Education

**JOB SUMMARY:** Responsible for performing a range of early intervention services within the Infant Learning Program. This position reports directly to the Infant Learning Program Coordinator or Infant Learning Program Therapy Supervisor.

### MINIMUM QUALIFICATIONS:

1. Meet requirements of Alaska SEED Registry, EI/ILP Level 10 Developmental Specialist II or higher;
  - 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 or Doctoral 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.
3. Completion of Part C Credential within three months of employment start.

### JOB RESPONSIBILITIES:

1. Provide Early Intervention Services with a caseload of children and their families, following ACCA ILP Procedures, ensuring compliance with Part C, State 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 evaluation and 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 activities in accordance with best practice guidelines of field of practice, and maintenance of State of Alaska licensure or certification, including meeting continuing education requirements.
  - h. Accurately maintain paperwork documentation and client Electronic Health Record.
  - i. Demonstration of a family-centered philosophy, and respect for cultural diversity.
2. Attend and participate in staff meetings, training and in-services for 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 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 evaluation reports, correspondence and discharge summaries.
  - d. Utilization of agency e-mail system
  - e. Ensuring compliance with HIPAA electronics compliance policies.
  - f. Entering client data into their Electronic Health Record.
5. Complete administrative paperwork including, but not limited to:
  - a. mileage/travel expenses;
  - b. monthly timesheets;
  - c. purchase order requests.
6. Support program and agency community relationships by participating in community outreach.
7. 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.
8. Pursue continuing education and professional growth experiences in the field of Early Intervention and Child Development, as well as in own professional field.
9. Required travel in employee's own insured automobile within Fairbanks North Star Borough to home and community settings.
10. 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. Requires ability to navigate all areas the client may receive services including prolonged periods of sitting or kneeling on the floor, standing or bending. May be exposed to illness-causing bacteria and viruses. Occasional required travel in employee's own insured automobile including access to federal installations which required a Real ID or Passport.