



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING – *Internal and External Posting*

POSITION:

EARLY INTERVENTION SERVICE COORDINATOR

The Early Intervention Service Coordinator (EISC) serves as the main point of contact for children ages 0-3 who have been determined eligible for services through the Perry County Board of Developmental Disabilities (PCBDD). The EISC is primarily responsible for planning, organizing, and overseeing the implementation of early intervention services needed by children and their families.

SUPERVISOR:

CHILDREN'S PROGRAM DIRECTOR

REQUIREMENTS/QUALIFICATIONS:

- Completion of Associate's degree in a field related to working with infants or toddlers, children with disabilities, or families
- Obtain and maintain the Ohio Department of Development Disabilities Service Coordinator Credential
- Acquire and maintain Board approved First Aid and CPR certification
- Valid driver's license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position
- Minimum of twelve months experience working with infants, babies, toddlers
- Preferred experience working with children with developmental disabilities

SALARY:

- Range 8: \$ 13.00 – \$25.54
- Experience and education considered for range placement

LOCATION:

Children's Program Office
128 South Main Street
New Lexington, OH 43764

SCHEDULE:

- Non-exempt, Overtime Eligible, Classified Civil Service
- Full-time, routinely work 40 hours per week to be scheduled Monday – Friday between the hours of 8:00 am and 4:00 pm, as assigned by supervisor. Daily schedule must be flexible with the availability to work outside normal business hours, as necessary to accommodate family schedules, including evenings.

APPLICATION PROCESS: Call 740-342-3542 to access the *Employment Application* form. Forward applications/resumes to Jessica Stroup, Human Resources Manager: 499 North State Street, New Lexington, OH 43764. Information can also be emailed: j.stroup@perrydd.org or faxed: 740-342-1081. ***Interviews will be scheduled only for those candidates who best meet the above requirements.***

POSTING EFFECTIVE DATE: June 29, 2018

POSTING REMOVAL DATE: July 13, 2018

Administrative Office
499 N. State St.
New Lexington, OH
43764
(P) 740-342-3542
(F) 740-342-1081

Service & Support
Administration
445 W. Broadway St.
Suite C
New Lexington, OH
43764
(P) 740-342-0416
(F) 740-342-5568

Children's Programs
128 S. Main St.
New Lexington, OH
43764
(P) 740-342-7722
(F) 740-342-0418