

## **EARLY INTERVENTION SPECIALIST**

### *Job Description*

This position reports to the ILP Educator Supervisor or the ILP Therapy Supervisor. Applicant must agree to apply to Alaska Infant Learning Program SEED Registry within 30 days of hire.

#### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's or Master's degree in Special Education, Early Childhood Education, Communication Disorders, Occupational Therapy or Physical Therapy, or a related field and current professional license.  
AND
2. A minimum of three academic credits in the field of Early Childhood.  
AND
3. A minimum of one year experience in a field of early childhood or preschool activity.

#### **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 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. Therapists will ensure compliance with all billing and paperwork requirements of Medicaid, Tricare and Private Insurances, implementation of therapy activities in accordance with best practice guidelines of field of practice, and maintenance of State of Alaska licensure including meeting continuing education requirements.
  - h. Facilitation of group activities
  - i. Accurately maintain paperwork documentation, database records and client files.
  - j. 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 data in ILP database
  
5. Complete administrative paperwork including, but not limited to:
  - a. mileage/travel expenses;
  - b. monthly timesheets;
  - c. monthly/quarterly data regarding client contacts;
  - d. semi-annual training logs
  - e. purchase order requests.
  
6. Support program and agency community relationships by participating in community outreach activities such as submission of articles for publication in the ACCA *Community Connections* newsletter.
  
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.

#### **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 within Fairbanks North Star Borough to home and community settings.