

ACCA ILP Coordinator

TYPE OF POSITION: Full time, salary, exempt

JOB SUMMARY

Reporting to the Executive Director, the ILP Coordinator is responsible for oversight and management of the ACCA Infant Learning Program, in partnership with the ILP Supervisor Team.

MINIMUM QUALIFICATIONS:

1. A Master's degree in Special Education, Social Work, Speech Language Pathology, Occupational Therapy, Physical Therapy or a related field and current professional license.
2. A minimum of three years' experience in program management and/or supervision of professional staff.
3. A minimum of six academic credits in the field of Early Childhood.
4. A minimum of one year experience in a field related to early childhood.
5. Must be able to meet Alaska ILP SEED Registry Level 11 requirements.

JOB RESPONSIBILITIES:

1. Grant Activities: Ensure compliance with the terms and conditions of the Infant Learning Program Grant in coordination with the Executive Director.
 - Work closely with State of Alaska ILP to correctly interpret and implement applicable State and Federal rules and regulations.
 - Ensure timely submission of quarterly and year-end status reports on program activities.
 - Lead ILP Team to prepare for audits and site reviews.
 - Lead ILP Team to oversee accurate and timely entry of data into the ILP Statewide database, including partnership with State of Alaska ILP office and data entry technician.
 - Lead ILP Team in organization of annual self-assessment and ongoing review of client files to ensure compliance with existing standards.
 - Ensure compliance with all billing and paperwork requirements of Medicaid, Tricare and Private Insurances.
2. Program Activities: Maintain oversight and responsibility for compliance and best practice in all Infant Learning Program services, to include:
 - Maintain the ILP Procedures Manual to ensure procedural compliance with applicable rules and regulations in coordination with the ILP Team.
 - Oversee referral, intake, screening evaluation, assessment, IFSP Child Outcome Summary Ratings, Transition, Family Service Coordination, Intervention services to families and all related ILP activities.
 - Support family-centered philosophy, respect for cultural diversity, and Reflective Practice program model through training and supervision.
 - Implement Evidence Based Practices throughout ILP program services.
3. Staff Supervision: Supervise ILP staff in providing family centered services across the ACCA ILP region.

- Share supervision of ILP staff and contractors with ILP Supervisor Team, as assigned by Executive Director.
 - Provide on-going supervision of staff members to support reflection and provide feedback on job performance, including employee performance reviews.
 - Assign staff caseload, in partnership with ILP Supervisor Team.
 - Ensure that ILP staff comply with procedures outlined in the ILP Procedures Manual and other procedural instructions developed in response to State and Federal guidelines.
 - Assist with hiring and lead training/orientation for new ILP staff.
 - Ensure that ILP staff meet training requirement as required for Alaska SEED Registry.
 - Approve routine leave requests and recommend PAWS schedules for approval for ILP staff.
 - Organize monthly staff meetings and staff trainings with input from staff and supervisors.
4. Financial Management: Assist in management and oversight of the ILP finances, including grant, budget, billing processes, and expenditures:
- Approve routinely purchased program supplies and routine travel for staff.
 - Approve purchase of additional program supplies and additional travel expenditures/reimbursements for ILP program.
 - Prepare and submit annual grant requests for Early Intervention funding including development of budget, in partnership with Executive Director and Finance Coordinator.
 - Oversee ILP billing for therapy, Targeted Case Management, and other billable services including compliance with regulations and strategies to maximize billing revenues.
5. Community Partnerships: Participate in community outreach, education and partnership activities, to include:
- Community Child Find activities, including ASQ and ASQ:SE online system.
 - Take the lead representing ACCA ILP in collaboration with other agencies and service providers, including community agencies, State of Alaska ILP, committees, and coalitions to advocate for families and the health and development of young children.
 - Provide consultation, training, and technical assistance to early childhood service providers in the community as requested and appropriate.
 - Work with the Executive Director and Deputy Director to develop and implement Memorandum of Agreement/Understanding with community partners.
6. Demonstrate computer literacy to be self-sufficient in:
- Basic computer software maintenance
 - Basic internet skills and safe internet practices
 - Writing, finding, saving and printing documents such as evaluation reports, correspondence and discharge summaries.
 - Utilization of agency e-mail system
 - Ensuring compliance with HIPAA electronics compliance policies.
 - Entering and managing data in ILP database
7. Complete administrative paperwork including, but not limited to:
- mileage/travel expenses;

- monthly timesheets;
 - monthly/quarterly data regarding client contacts;
 - semi-annual training logs;
 - purchase order and reimbursement requests.
8. 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.
 9. 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.
 10. 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 may require occasional travel by small plane and across region in employee's own insured automobile to home and community settings.