



## FAMILY RESOURCE COORDINATOR

### Children's Integrated Services - Early Intervention Program (CIS-EI)

#### POSITION SUMMARY

As a member of the Chittenden County CIS-EI, the Family Resource Coordinator will identify and help families with children from birth to three years to access early intervention services and other community resources, and assist the Vermont Family Network in meeting all federal and state guidelines for the CIS Early Intervention Program.

#### QUALIFICATIONS

Personal experience with a child or family member with disabilities  
Knowledge/experience accessing service systems for families of young children  
Commitment to family centered approach in philosophy and practice  
Ability to communicate clearly with others and be an active listener  
Ability to collaborate with families, providers, and agencies  
Ability to prioritize and manage time and workload  
Ability to work independently and as a team member

#### PRINCIPAL DUTIES

##### Collaborative Team

- Serve as a member of the Collaborative Team.
- Attend weekly Collaborative Team meetings, participate in discussions related to referrals, evaluation planning, and children with active IFSPs
- When appropriate serve as a co-team leader for the Collaborative Team

##### Service Coordination

- Integrate services and co-visits with greater Children's Integrated Services
- Facilitate adherence to IDEA Part-C requirements
- Maintain confidentiality and respect for families at all times
- Discuss options for, and role of, service coordinator with family
- Conduct home visits
- Facilitate referrals for the multidisciplinary assessments, contact and follow through with evaluation providers
- Bring information to the Collaborative Team for eligibility determination
- Convene the initial IFSP meeting
- Facilitate the development of the IFSP with families and team members
- Provide ongoing support for families in accessing early intervention services, supports, and funding sources in the community to ensure that all family identified needs and priorities are met

- Consult with service providers such as home health workers, speech pathologists, therapists, etc., in coordinating and delivering services for families
- Facilitate appropriate transition planning to preschool or other community services
- Facilitate review/revision of IFSP as needed or requested by families
- Maintain and disseminate current and comprehensive information on resources and supports for families and providers
- Collaborate with school districts to include a primary liaison with assigned school district
- Respond to referrals
- Monitor children currently enrolled through communication with schools
- Participate in training/in-service opportunities provided locally, regionally, statewide or nationally to increase skills, knowledge of family-centered care and support, and issues related to young children and their families

#### **Administrative**

- Complete and maintain records in compliance with Federal/state regulations, Medicaid or other third party billing, and track monthly the status of children enrolled
- Assist with CIS/EI and VFN activities as requested
- Attend VFN staff meetings and retreats
- Participate in planning the annual Vermont Family Network Conference
- Participate in December Child Count
- Other duties as specified by supervisor

#### **SUPERVISION**

Reports to Developmental Educator Supervisor

#### **APPOINTMENT**

80% FTE, 30 hours/week, 12 months/year