

Human Resources Section
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RESOURCE COORDINATOR (051) SoonerStart – Claremore / Bartlesville

(Applications will be accepted for this unclassified position until filled)

GENERAL DESCRIPTION

Employees in these positions shall serve as coordinators providing evaluation, service coordination and service provision to eligible infants and toddlers and their families. Such positions are accountable for implementation of the Individuals with Disability Education Act (IDEA) and the Oklahoma Early Intervention Act.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree in one of the following areas: Early Childhood Education, Early Childhood Special Education, Education of the Deaf/Hard of Hearing, Family Relations and Child Development, Family Therapy/Counseling, Human Relations, Infant Specialist, Nursing, Nutrition, Occupational Therapy, Physical Therapy, Psychology, Social Work, Sociology, Special Education, Speech/Language, or Teacher of the Visually Impaired.

NOTE: A minimum of six (6) hours of coursework in early childhood is preferred.

KNOWLEDGE/SKILLS/ABILITIES

- Ability to coordinate and promote the understanding of compliance issues related to services to disabled children (ages 0-2) and their families; to establish and maintain effective working relationships; and to maintain quality documentation and records.
- Commitment to team work, consensus management and participatory decision-making process.
- Applicants must be willing and able to perform necessary job-related travel in the areas of the state assigned.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.
- Knowledge of technology and the ability to use it to maximize efficiency and services.

EXAMPLES OF WORK PERFORMED

- Identifies, plans and implements services for infants and toddlers (ages 0-2) with disabilities and their families through the Early Intervention Service Unit of the Department of Education, in compliance with the Oklahoma Early Intervention Act and P.L. 99-457.
- Consults with and interviews families, physicians, and public health professionals to determine the eligibility of a child for services under the Oklahoma Early Intervention Act; prepares preliminary needs assessment of child and family for presentation to the Multidisciplinary Team; as a member of the IFSP team, assists in the determination of program eligibility, preparation of the Individualized Family Service Plan (IFSP), and implementation of required services.

COMPENSATION

Annual Salary: \$30,870

Retirement Contribution - 7% of annual salary

Insurance (health, life, dental, disability) - \$7,691

Additional benefits include 11 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 2530

Posted: June 12, 2013

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