

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Public Health Services Coordinator-First Steps		
<b>TITLE CODE:</b> 1533	<b>SERIES:</b> Program Management	
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID)</b> \$12.95 - \$16.22	
	<b>GRADE:</b> 16	
	<b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.	
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director of the LHD or PH Services Manager-First Steps		
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT		

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for screening, travel and contacting families who have been referred to First Steps.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelors degree from a college or university with a major in Occupational Therapy, Speech Therapy, Physical Therapy, Family Therapy, Nursing, Social Work, Psychology or Education with Interdisciplinary Early Childhood Education certification.

**EXPERIENCE:** Two (2) years of professional experience in a community health agency or similar early childhood education capacity that would demonstrate the necessary knowledge, skills and abilities of working with young children birth through five years of age or families of young children birth through five years of age.

**SUBSTITUTION CLAUSE:** See Below

**EDUCATION:** A Master's Degree in Nursing, Nutrition, Occupational Therapy, Speech Therapy, Physical Therapy, Family Therapy, Social Work, Psychology or Education with Interdisciplinary Early Childhood Education certification may substitute for one (1) year experience of working with young children birth through five years of age or families of young children birth through five years of age.

**EXPERIENCE:** Associate Degree in Nursing and two (2) years professional experience in working with children birth through five years of age will substitute for the required education.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must possess and maintain a valid driver's license.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Attend necessary trainings and meetings.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Once screening has occurred, travel throughout the community contacting families referred to First Steps to explain to them the First Steps Program. Schedule and attend a home visit where a developmental and social history is completed and necessary First Steps papers and releases of information are signed by the parent. Make referrals for eligibility determination and assessments for program planning for clients. Schedule Individualized Family Services Plan (IFSP) meetings with family and service providers and facilitate IFSP meetings. Facilitate transition meetings with school systems and other community partners. Complete and submit necessary paperwork in a timely manner and complete necessary paperwork for billable services. Ensure that all regulated timelines are met 100% of the time unless the family is the reason for the delay. File and maintain electronic records for child and attend necessary First Steps meetings and trainings. Assist families in finding community resources and other duties as assigned.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in inside settings.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 07/01/06 **DATE OF LAST REVISION:** 01/13/11

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.