

Job Summary:

The job of Early Intervention Assistant (EIA) position is established for the purpose of developing and implementing the Individualized Family Service Plan (IFSP) and early intervention coaching-consultation services to families with eligible infants and toddlers (0-3). The EIA will maintain a caseload, conduct assessments and meetings, write and implement updates and outcomes and provide direct intervention strategies for children with special needs and their families in natural environments.

Essential Functions:

- Receives Infant-Toddler (0-3) referrals and maintains a caseload of children for the purpose of implementing early intervention services to the child and family/guardian.
- Completes child's enrollment process through the development of the initial IFSP.
- Assesses the child's developmental levels in critical domain areas for the purpose of planning and facilitating the early intervention program.
- Provides assessment levels pages, outcomes and updates as well as Transition Planning Information as part of the development of the on-going IFSP for the individual child.
- Conducts required meetings and produces required documents for assigned children.
- Collaborates, communicates and coordinates with other program service providers and agencies.
- Confers in advance to review assessments, outcomes, transitions, and each child's individualized early intervention program.
- Conducts routines-based interviews and Eco mapping with families to identify activities and supports.
- Follows the coaching-consultative method to encourage parent participation in learning techniques and strategies to facilitate the child's learning and achieving developmental milestones.
- Models strategies with the child to encourage continuous parent participation in the child's development process with focus of the parent being the child's primary teacher.
- Organizes and updates materials, articles, activities and instructional strategies as part of the coaching consultative method process for the parents.
- Makes referrals to the program Case Review Team regarding any specialized support needs.
- Maintains a complete advanced schedule to include visits, meetings, report writing, etc.
- Assists/arranges activities within the natural environments for program-wide and individual families.
- Maintains records for documenting progress, cancelations, daily service units and monthly contacts for each child.