

Job Posting

Full-Time Early Intervention Service Coordinator

We're looking for a caring, organized, and motivated **Early Intervention Service Coordinator** to support young children (birth–3) and their families. In this role, you'll help families through the Early Intervention process by coordinating services, completing required paperwork, and connecting families to helpful community resources.

What You'll Do

- Help determine if children qualify for Early Intervention services
- Meet with families in their homes and complete interviews and service planning
- Create and coordinate Individual Family Service Plans (IFSPs) with families and providers
- Schedule evaluations, screenings, and ongoing assessments
- Keep accurate and confidential documentation and case notes
- Enter and update information in the state data system
- Support families with referrals to other community programs and resources
- Attend trainings, meetings, and community partner events as needed

What We're Looking For

- Bachelor's degree in early childhood education, social work, or a related field
- Experience working with young children and families is preferred
- Strong communication, organization, and problem-solving skills
- Ability to manage multiple tasks and work as part of a team
- Valid driver's license and ability to travel for home visits

Schedule

Full-time (40 hours/week). Some flexibility may be required based on family needs and agency operations.

If you're passionate about helping young children grow and supporting families, we'd love to hear from you!

To Apply

Email resume to Beth Schanke, HR Director bschanke@eriecbdd.org or complete online application at <https://www.eriecbdd.org/application-form/>