

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **FAMILY RESOURCE COORDINATOR - ESIT**

Spec No. 2314

#### **BASIC FUNCTION**

To provide Family Resources Coordination (FRC) to families of children 0-3 years under the provision of IDEA-Part C, Early Intervention Section, adhering to the principles, procedural safeguards and guidelines of Washington State's Early Support for Infants and Toddlers Program (ESIT).

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Identify support needs of families with children 0-3 years with a possible developmental disability and plan for appropriate services.
2. Complete and revise Individual Family Service Plans (IFSP) within established timelines as required by IDEA-PART C regulations.
3. Based on assessed needs and family priorities, refer individuals to appropriate early intervention services, other state funded services, and other community programs.
4. Coordinate and revise IFSP's as needed and according to timelines.
5. Establish and maintain complete, accurate, and up-to-date case files and records of all clients/families. This includes keeping data current and accurate in the ESIT Data Management System.
6. Understand and adhere to all IDEA-PART C, RCWs, WACs, and ESIT policies and procedures relevant to the position.
7. Collaborate with other agencies and professionals to meet assessed child and family needs.
8. Represent the ESIT program at community meetings as required and directed.
9. Attend trainings and conferences/workshops as required.

#### **STATEMENT OF OTHER JOB DUTIES**

10. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in psychology, sociology, social work, social welfare, nursing, counseling, and guidance; or related field; PLUS, two (2) years of paid on-the-job social service experience, with minimum of one year of experience working with children 0-3 years with or at risk for developmental delay and/or their families. A Master's degree may substitute for one (1)

**MINIMUM QUALIFICATIONS** (Continued)

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **FAMILY RESOURCE COORDINATOR - ESIT**

Spec No. 2314

year of paid on-the-job social service experience; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License, unrestricted except as to vision, will be required prior to appointment.

Successful completion of a background check.

Establish initial and maintain ongoing early registration as a Family Resources Coordinator, according to state ESIT requirements.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- early intervention services for children ages 0-3 years with or at risk of developmental delays
- developmental disabilities and delays in children that determine eligibility for ESIT services
- available community resources
- computers and software programs

Ability to:

- identify support needs and plan for appropriate services for children with developmental disabilities and their families
- develop and compose comprehensive assessment and corresponding service plans that guide the subsequent services (IFSPs)
- communicate effectively with people regardless of age, sex or social, economic or cultural background
- be flexible and respond effectively in crisis or emergency situations
- express ideas and recommendations clearly and effectively both orally and in writing
- establish and maintain effective working relationships with social service system officials, community agency staff, other county employees and the public
- effectively utilize interpreters and other alternate means of communication
- maintain detailed records and prepare clear, concise written reports
- exercise initiative and judgment to make decisions within the scope of assigned authority
- read, interpret and apply work-related laws, rules and other regulations
- work collaboratively and independently in the office, and in the field/community

#### **SUPERVISION**

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **FAMILY RESOURCE COORDINATOR - ESIT**

Spec No. 2314

Employees report to the Developmental Disabilities unit supervisor, and accept program direction from the Human Services II Lead ESIT staff. Work is performed with considerable independence and is reviewed for quality, adequacy of professional judgment and compliance with established goals and policies through conferences, case record narratives, reports and appraisal of results obtained.

#### **WORKING CONDITIONS**

The work is performed in a variety of settings including client homes, community settings, and the usual office environment. Employees are required to travel to clients' place of residence. The employee is required to work evenings, as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2008 as Family Resource Coordinator – ITEIP

Revised and Retitled: December 2010

EEO Category: 2 - Professionals

Pay Grade: 237 - Classified Pay Plan

Workers Comp: 5306 Non-Hazardous