

United Way of Connecticut

Job Description

Child Development Care Coordinator

Summary

The Child Development Program Care Coordinator contributes to the centralized information and referral unit, called Child Development Infoline, which assists consumers and providers to understand the services available through the Birth to Three Early Intervention System, Preschool Special Education, Help Me Grow and Children with Special Health Care Needs programs, and makes referrals to these programs as appropriate. She/he handles telephone cases; enters data; networks with Birth to Three and other related programs and providers; and participates in other activities related to Infoline, Birth to Three, Help Me Grow, Preschool Special Education and Children with Special Health Care Needs.

Job Requirements

- Bachelor's Degree in special education, early childhood development, or related field plus one year experience; **OR**
- Associates Degree in related field plus three years experience.
- Experience in positions involving special needs or very young children.
- Bilingual, Spanish preferred.
- Computer skills highly desirable.

Personal Qualifications

- Ability to work effectively with people of diverse backgrounds.
- Well developed communications skills, both written and verbal.
- Ability to work independently.

Specific Responsibilities

- Handles calls to the unit, screens for appropriateness for Birth to Three; refers to appropriate services through the Birth to Three System, Preschool Special Education, Help Me Grow, or Children with Special Health Care Needs Program.

- Collects data on all calls into the Child Development Infoline unit.
- Compiles and mails out information packets to families referred for Birth to Three services, or to other community based resources.
- Sends out confirmation letter to referral source.
- Assists in maintaining filing system for all cases.
- Attends staff meetings, conferences, and workshops regularly to upgrade professional skills.
- Works effectively as a team member and provides assistance to other staff members as needed.
- Works closely with Birth to Three Regional Managers, Help Me Grow staff, Preschool Special Education staff, MCH Specialist, DPH staff, and other community providers to ensure a smooth referral process for families.
- Assists with ASQ (Ages and Stages Questionnaires) activities as needed.

Reports to:

- Supervisor, Child Development Infoline
- Director, Child Development Infoline