Wayne County Board of Developmental Disabilities

VACANCY NOTICE

Position: Early Intervention Service Coordinator
Position Reports to: Director of Early Intervention
Requirements: Bachelor's Degree Preferred, Associates Acceptable
Work Week: 40 hours per week
Work Year: 260 days
Salary Range: $42,000 - $56,444

Responsibility:

Determine eligibility and coordinate services for families and children birth to 3 with concerns related to potential or existing developmental delays per Ohio Revised Code 5123-10; Early Intervention Program.

Position Description:

1. The Early Intervention Service Coordinator provides service coordination for individuals birth to age 3 by assessing needs and facilitating an IFSP.
2. The Early Intervention Service Coordinator completes family directed assessment, Individualized Family Service Plans (IFSP), and/or other documentation required by rule and program guidelines.
3. The Early Intervention Service Coordinator completes intake screenings and assessments.
4. The Early Intervention Service Coordinator adheres to all Ohio Department of Children and Youth Early Intervention rules to meet compliance standards and ensures delivery of services are monitored and delivered.
5. The Early Intervention Service Coordinator Assists individuals in making selections from among appropriate available providers and ensures that services are consist with the IFSP.
6. The Early Intervention Service Coordinator coordinates services identified in the IFSP with selected providers, monitors the implementation of plans to ensure timelines, deadlines, compliance, and transitions occur for children aging out of the program.
7. The Early Intervention Service Coordinator participates in supervision and attends weekly team meetings as required.

8. The Early Intervention Service Coordinator completes service documentation in a timely manner.
9. The Early Intervention Service Coordinator ensures confidentiality per Board Policy and distributes the Individualized Family Service Plan.
10. The Early Intervention Service Coordinator shall maintain working relationships with area and community agencies.
11. The Early Intervention Service Coordinator must be able to use computer technology to write IFSPs and to document services and support to the individual.
12. The Early Intervention Service Coordinator participates in in-service, professional development, and other educational programs to increase knowledge, information, and skills
13. The Early Intervention Service Coordinator performs other related work as assigned by the Superintendent or the Director of Early Intervention.

Deadline to apply: October 23, 2026, 5:00 PM

Interested applicants should submit a letter of interest, resume, and completed application to:

Kristi Tyrrell, Director of Finance
& Human Resources
Wayne County Board of DD
266 Oldman Road
Wooster, Ohio 44691
ktyrrell@waynedd.org

Posted October 19, 2026