

TOTally SC, Inc. is looking to hire Service Coordinators across the state of WV

- **JOB TITLE:** Service Coordinator
- **PROGRAM:** WV Birth to Three
- **REPORTS TO:** TOTally SC, Inc.
- **LOCATIONS:** Cabell, Fayette, Harrison, Kanawha, Lewis, Marion, Mason, Mercer, Monongalia, Preston, Raleigh, Taylor, Tucker, Upshur, Wayne, & Wood Counties
- **WORK HOURS:** Flexible
- **JOB TYPE:** Virtual Opportunities
- **SALARY:** Based on Experience and Availability

NATURE OF WORK:

- A Service Coordinator is the team leader who coordinates and facilitates communication between families, other Individualized Family Service Plan (IFSP) team members, and community partners to help families meet their children's needs.
- Listen to the family and show them how WV Birth to Three services can support them.
- Coordinate the development and review of the IFSP with the team to meet the child's needs.
- Help ensure IFSP services are delivered in a way that meets the family's needs.
- Help the family understand their rights and the procedural safeguards.
- Help the family plan for next steps when they exit WV Birth to Three.
- Link families to community activities, resources, and financial supports.

MINIMUM QUALIFICATIONS:

- Ability to comply with TOTally SC, Inc's Policies and Procedures.
- Ability to read, write and speak distinctly.
- Home office with capabilities to print, scan, and upload paperwork with reliable internet and phone access.
- Transportation for both daytime and evening appointments if virtual services are discontinued.
- Knowledge of the WV Birth to Three program.
- Eager to work independently with great organization skills.
- Willingness to gain and maintain certification requirements as outlined by the WV Birth to Three guidelines.

Entry Level Qualification Requirements:

1) Baccalaureate degree in an approved human services field such as social work, elementary education, special education, nursing, psychology, counseling, sociology, speech, and language pathology or approved equivalent program of study

OR 2) Baccalaureate degree in a non-related area with at least 9 hours of related coursework in an approved human services field such as social work, elementary education, special education, nursing, psychology, counseling, sociology, speech and language pathology or equivalent program of study

OR 3) a biological or adoptive parent of a child three years of age or older who was eligible for and received either WV Birth to Three or Preschool Special Education services. Parent must possess a high school diploma or GED.

If you or someone you know is interested, please send us your resume and cover letter detailing your qualifications and availability to include counties you can work.

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