



WV Birth to Three Job Description  
TITLE: Interim Service Coordinator

**GENERAL RESPONSIBILITIES:** Ensure the implementation of the provisions of WV Birth to Three [Part C of the Individuals with Disabilities Education Act (IDEA)] in a prompt, professional, family-centered, equitable, consistent, and culturally competent manner. \_\_\_

**RELATIONSHIPS:** Direct responsibility to the Coordinator of the Region 2 Regional Administrative Unit.

**GENERAL QUALIFICATIONS:** Bachelor's degree from an accredited university or college in a related human service field such as social work, early childhood, special education, elementary education, nursing, psychology, child and family studies, counseling, or equivalent field of studies.

Must be eligible for, and maintain, certification as established by the WV Birth to Three credentialing system.

**GENERAL FUNCTIONS AND DUTIES:**

- Initiate contact with families of children referred to WV Birth to Three in Region 2 within 5 days of the referral, schedule intake if family agrees to referral;
- Complete the intake process including explaining the WVBTT system, introducing Procedural Safeguards, and assist in the completion of necessary forms and consents
- Assist families in selecting their eligibility determination team;
- Coordinate the completion of evaluations;
- Facilitate and participate in the eligibility/initial IFSP meeting within 45 days of referral;
- Attend state and local agency meetings and trainings as appropriate;
- Complete all required documentation within 5 working days.