

#602 Bi-Lingual Service Coordinator
Classification Level NE 3
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal: 6/16/22 External: 6/18/22

Hours: Up to 40/week

Apply To: Suzi Wolf

REPORTS TO: Professional Services Supervisor

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This is a professional delivery of service position responsible to provide case management services for children enrolled in the Early Intervention Program. This position will coordinate the delivery of all services across program lines and will serve as the single point of contact in helping a family obtain the Early Intervention services the child and family need as described in the Individual Family Service Plan. The ability to utilize individual as well as group counseling skills is required to facilitate the development and accomplishment of the IFSP. This person needs to be knowledgeable of community resources and able to communicate in an efficient manner the options available for intervention and treatment.

TYPICAL RESPONSIBILITIES:

1. Coordinates evaluation and assessment of child and family.
2. Facilitates and participates in the development, review and evaluation of IFSP.
3. Assists parents identifying available service providers in the community.
4. Arranges for, coordinates and monitors the timely delivery of services
5. Facilitates transition plans.
6. Maintains accurate and complete case records in compliance with program standards.
7. Travels to off-site locations as needed.
8. Responsible for the safety of all staff members and persons served under this position's supervision
9. Provides families with information, skills and support related to enhancing skill development.
10. Complete assigned Strategic Action Plan work activities and annual Performance Growth Plan.
11. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
12. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Provides personal care as needed for agency clientele.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 6/16/2022

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MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- High school diploma or equivalent, and 3 years combined total of education and experience working with young children and their families
- Must be able to use visual observation and written and verbal communication skills
- Bi-Lingual Spanish speaker
- Availability to work flexible schedule
- Must have a valid driver's license, clean driving record and insurance
- Must have a vehicle that KAC determines is in good working order
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

PREFERRED QUALIFICATIONS:

- Bachelor's degree in social services or child development
- One year of supervised experience working with children with disabilities

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 25% of time will be spent walking or standing. The ability to see, hear, and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment.

The employee must lift, push & pull a minimum of 20 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, visualizing conclusions, searching for solutions, creating methodologies, and managing resources

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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