

## **Early Intervention Service Coordinator – Bilingual English/Spanish)**



DAWN Center for Independent Living (DAWNcil) is a grassroots consumer-driven and consumer-controlled nonprofit organization promoting self-direction in order to create, expand, and implement equal-access opportunities for people with disabilities. DAWNcil seeks a highly motivated, enthusiastic, outgoing self-starter to work within that mission in a supportive team environment to provide care management and advocacy services to individuals with disabilities residing in Northern NJ.

### **Job Description:**

DAWN Center for Independent Living seeks a passionate and self-driven team member to coordinate services and provide care management to families enrolled in New Jersey's Early Intervention System (NJEIS). Successful candidate must be able to multitask and quickly transition between job responsibilities and be flexible to unanticipated changes. Job requires travel within Morris/Sussex Counties and candidates must have a dependable means of transportation. Salary is commensurate with experience.

The mission of NJEIS is to enhance the capacity of families to meet the developmental and health-related needs of children, birth through age three, who have delays or disabilities. The Service Coordinator works with the family and the team of EI practitioners to create an Individualized Family Service Plan, set goals for the child, assign designated services, and monitor the progress of the child.

### **Qualified Candidates:**

- **Bachelor's degree or higher in a social services field (social work, psychology, etc.);**
- **At least 1 year of documented professional work experience with children and families (post degree);**
- Working knowledge of developmental disabilities and/or knowledge of infant and early childhood development;
- Bilingual in English and Spanish. Ability to develop and maintain effective working relationships with other EI team members, children who have developmental delays and their families, and the general public;
- Ability to efficiently facilitate team meetings with families and other professionals;
- Ability to effectively organize work, establish priorities and complete assigned duties with minimal supervision;
- Possess strong and effective spoken and written communication skills and be able to express self with a professional demeanor and presentation;
- Ability to maintain compliance with NJEIS policy and procedures, and adherence to established deadlines and benchmarks;
- Strong team player willing to take direction, initiate business activities and work with management staff and peers;

- Ability to cope with moderate to high levels of stress;
- Experience using Microsoft office package 2010 and ability to effectively use technology as part of daily work activities provided by agency.

**Benefits/Comments:**

Work week: Monday to Friday, in person. Professional and career development opportunities offered, company provided technology for work, energetic and collaborative working environment, supportive leadership team, and work which is impactful to the community. Salary is commensurate with experience. Benefits include employer sponsored health benefits, paid time off, sick days and twelve paid holidays. Employee access to group rates for optional vision, dental, and life insurance benefits. Access to supplemental benefits through Aflac and available 401k retirement plan through Transamerica with employer matching. Employer sponsored long term disability coverage.

Job contingent upon proof of a valid driver license and proof of auto insurance coverage limits of at least \$100,000 / \$300,000.

Job Type: Full-time

Pay: \$52,000.00 - \$57,500.00 annually

DAWN Center for Independent Living is an Equal Opportunity Employer.

Detailed cover letter and resume required for application to be complete. Resumes must be emailed to [jobsdawn@dawncil.org](mailto:jobsdawn@dawncil.org) or faxed to 973-625-1942. No phone calls.