

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: ASSESSMENT TEAM SUPERVISOR

STATUS: Level IV; Non-Exempt

EDUCATION REQUIREMENTS: Bachelor's Degree from an accredited college/university in education, one of the social behavioral sciences, or one of the treatment services.

EXPERIENCE REQUIREMENTS: Two (2) years of professional experience in programs for DD persons and one (1) year of administrative/supervisory experience.

ESSENTIAL CAPABILITIES:

1. To communicate with co-workers, staff, persons/families.
2. Computer skills to use various word processing, database and spreadsheet software.

COMPETENCY/TRAINING REQUIREMENTS:

1. Successful completion of AEPS training.
2. Skill in crisis intervention, accessing community resources, teaching and listening, and basic problem solving.
3. Ability to read, write and speak English.
4. Ability to recognize the need for professional intervention, to be nonjudgemental, and to be motivated to learn from direct experiences as well as from training and supervision.
5. Knowledge of community resources and services available to support children and families.
6. Ability to provide guidance and direction to Early Intervention personnel in professional development and completion of their job responsibilities.
7. Knowledge of the State First Steps Early Intervention System.
8. Maintain valid driver's license and reliable, safe transportation to facilitate meetings with families throughout the community.
9. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.

SUPERVISORY RELATIONSHIPS: This position is supervised by the Family Services Director .

This position directly supervises the Assessment Team staff (Physical Therapist, Occupational Therapist, Developmental Therapist, Speech-Language Pathologist, Clerical Associate.

RESPONSIBILITIES AND DUTIES:

1. Provide supervision for First Steps Assessment Team staff and activities in assigned area:
_____ Cluster I: Clark, Crawford, Dubois, Floyd, Harrison, Orange, Perry, Pike, Scott, Spencer, Warrick, Washington, Gibson, Posey and Vanderburgh counties
_____ Cluster F: Clay, Daviess, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion, and Vigo counties
2. Supervise Clerical Associates and oversee scheduling of therapists.
3. Plan and attend Assessment Team staff meetings to promote and foster a team atmosphere, disseminate and obtain information.
4. Screen resumes, conduct interviews and provide Director with input regarding hiring of Assessment Team staff.
5. Conduct training activities with new staff including: orientation, shadowing assessments, direct service provider trainings, AEPS training and general early intervention practices. Arrange annual FSCT training and in-service trainings for all Assessment Team staff.
6. Ensure Assessment Teams staff complete enrollment and credentialing in a timely manner.
7. Generate a monthly Assessment Team report with county specific statistics.
8. Review and approve Assessment Team billing records at minimum bi-weekly.
9. Provide evaluation and assessment services to children.
10. Responsible for record keeping including assessment reports, progress notes, IFSP reviews, changes in service, unit of service and other relevant data.

11. Communicate with Service Coordinators regarding progress of children participating in early intervention services.
12. Maintain positive relationships with First Steps Agencies and individual providers.
13. Work as a member of the First Steps Management Team along with the CEO, Family Services Director, SPOE Supervisor and First Steps Manager.
14. Assist with activities required to fulfill the obligation of the System Point of Entry (SPOE) contract and Memorandums of Agreement (MOA).
15. Attend LPCC meetings as needed.
16. Track information as needed for state required reports, child counts, and Cluster LPCC Council reports to ensure accountability and quality of Early Intervention program.
17. Provide coverage as needed anywhere within Cluster F and Cluster I. Advance notice will be given whenever possible.
18. Maintain confidentiality of all employee and consumer information that you may have access to.
19. Act responsibly with purchasing authority, ensuring that expenditures are for agency use and appropriate approval has been obtained prior to purchase.
20. Comply with all BRS policies and procedures.
21. Attend out-of-town training which may require overnight stay.
22. Participate in in-service training designed to maintain and improve job skills.
23. Other duties as assigned.

The **Assessment Team Supervisor** works under the direct supervision of the Family Services Director who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

7/12

R/R: Vacant 7/12, Reinstated 9/13 (ED Team Supervisor), 5/14, 7/14, 8/14, 5/15, 5/16, 5/17, 5/18nc, 8/19nc, 7/2020nc, 8/2020, 5/2021nc, 5/2022nc

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: **DEVELOPMENTAL THERAPIST**

STATUS: **Level 1.1 and Level III; Non-Exempt**

EDUCATION REQUIREMENTS: Certified by the Indiana Department of Education to teach special education, or early childhood education.

EXPERIENCE REQUIREMENTS: One year of experience working with infants and toddlers preferred.

ESSENTIAL CAPABILITIES:

1. Knowledge of child development, family dynamics, family issues and stresses of parenting.
2. Skill in crisis intervention, accessing community resources, teaching and listening, and basic problem-solving.
3. Ability to read, write and speak English.
4. Ability to recognize the need for professional intervention, to be nonjudgemental, and to be motivated to learn from direct experiences as well as from training and supervision.

COMPETENCY/TRAINING REQUIREMENTS:

1. Successful completion of AEPS training.
2. Maintain consumer confidentiality.
3. Completion of Direct Service Provider Orientation (DSP101).
4. Successful completion of DSP 102 and DSP 103 Direct Service Provider training.
5. Obtain and maintain Developmental Therapy Credential, as identified in the Early Intervention Personnel Guide.
6. Maintain valid driver's license and reliable, safe transportation to facilitate meetings with families.
7. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.

SUPERVISORY RELATIONSHIPS: This position is supervised by the Assessment Team Supervisor.

RESPONSIBILITIES AND DUTIES:

1. Primary Service Area:
 - _____ I1: Posey and Vanderburgh Counties
 - _____ I2: Gibson and Vanderburgh Counties
 - _____ I3: Warrick, Pike, Spencer, Dubois and Perry Counties
 - _____ I4: Orange, Crawford, Harrison, Washington and Floyd Counties
 - _____ I5: Clark and Scott Counties
 - _____ F1: Parke, Vermillion and Vigo Counties
 - _____ F2: Clay and Putnam Counties
 - _____ F3: Owen and Greene Counties
 - _____ F4: Sullivan and Vigo Counties
 - _____ F5: Knox, Daviess and Martin Counties

(May circle additional counties willing to serve on a regular basis)
2. Participate with a multi-disciplinary Early Intervention Team to develop each child's IFSP.
3. Provide developmental therapy evaluation and assessment services to children, using State-approved assessments.
4. Work as a member of a multi-disciplinary team which may include Service Coordinators, First Steps Providers, physicians and other professionals as necessary. The team must include the parents.
5. Participate in staffings, conference and meetings of the Assessment Team.
6. Provide supervision for a Developmental Therapist associate when necessary.
7. Responsible for record keeping including assessment reports progress notes, IFSP reviews, changes in service, unit of service and other relevant data.
8. Communicate with appropriate Service Coordinators regarding progress of children participating in developmental therapy and other early intervention services.
9. Participate in in-service training designed to improve job skills and maintain personnel standards as established for early intervention providers by the State of Indiana.
10. Provide families with information, skills and support related to enhancing their child's development in one or more developmental domains including cognitive development, adaptive development, social/emotional development, motor development, and communication development.

11. Establish positive relationships with First Steps Agencies and individual Providers.
12. Ensure eligibility determination is completed according to regulations.
13. Submit a productivity report (billing record) weekly.
14. Obtain required medical information from primary care physicians and other medical/health services providers.
15. Provide coverage as needed anywhere in Cluster F and Cluster I. Advance notice will be given whenever possible.
16. Maintain confidentiality of all consumer information that you may have access to.
17. Comply with all BRS policies and procedures.
18. Provide Developmental Therapy consultation/training services to programs and services which the child and/or family participate.
19. Provide direct child treatment in the event of Provider shortage, as allowed by the State.
20. Other duties as assigned.

The **Developmental Therapist** works under the direct supervision of the Assessment Team Supervisor who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

R/R: 7/92, 10/93, 6/95, 7/98, 8/99, 7/00, 6/01, 6/02, 7/02, Re-instated 11/10, 5/11, 6/11, 5/12, 5/13, 5/14, 11/14, 5/15, 5/16, 5/17, 5/18nc, 8/19nc, 7/2020nc, 5/2021nc, 5/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: FAMILY SERVICES ADMINISTRATIVE ASSISTANT

STATUS: Level II; Non-Exempt

EDUCATION REQUIREMENTS: High school diploma from accredited school or equivalent

EXPERIENCE REQUIREMENTS: Proficiency with Microsoft Office programs (particularly Excel)

ESSENTIAL CAPABILITIES/COMPETENCY/TRAINING REQUIREMENTS:

1. Knowledge of word processing, database, and spreadsheet software.
2. Ability to spell accurately, compose business letters, and proofread documents.
3. Attention to detail for grammar and math.
4. Ability to work as a member of a team with shared responsibilities.
5. Friendly and courteous customer service skills for interactions with the public, co-workers, and persons served.
6. Physical ability to lift a box of office supplies such as a box of copy paper.
7. Maintain valid driver's license and reliable, safe transportation for travel to other offices or training locations as needed.
8. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.

Oral/Written Communication Skills

- a. The ability to verbally communicate with co-workers and persons served.
- b. The ability to communicate in writing for the completion of record keeping.

SUPERVISORY RELATIONSHIPS: This position is supervised by the Family Services Director

RESPONSIBILITIES AND DUTIES:

1. Type correspondence, records and reports. Create & design forms and brochures.
2. Assist in tracking information for state required reports and child counts by utilizing database and spreadsheet reports to accurately capture, retrieve, and summarize program information and outcome data.

3. Prepare purchase requisitions.
4. Prepare & mail letters, packages, and other outgoing mail daily. Prepare bulk mailings of developmental screenings, surveys and other program correspondence. Prepare other program related mailings as needed.
5. Retrieve & distribute incoming mail and phone messages daily.
6. Maintain program websites and make updates at least one time per month.
7. Maintain equipment & computer inventory and track fixed assets for department programs.
8. Keep ongoing record of computer / network incident reports. Document outcome for system trouble shooting. Maintain service records for all system repairs.
9. Provide secretarial and other support services for the Family Services Director and department Managers.
10. Order equipment and supplies for the department programs as approved by the Family Services Director.
11. Act responsibly with purchasing authority, ensuring that expenditures are for agency use and appropriate approval has been obtained prior to purchase.
12. Maintain up-to-date staff training records for each staff. Data enter training information for Healthy Families staff into the State Training Tracking Database. Coordinate the annual credentialing process for First Steps staff.
13. Assist Human Resources department with maintaining up-to-date employment files for each staff.
14. Receive visitors; receive and route incoming calls to the Family Services office.
15. Maintain the files of program and agency forms.
16. Maintain copier, computer, printer and fax machine.
17. Attend First Steps & Healthy Families staff meetings and other departmental meetings as needed to take meeting minutes, obtain and share information.
18. Assist with the completion of filing and related clerical tasks for the First Steps and Healthy Families programs as needed.
19. Coordinate 30 month notification process to local education agencies.

20. Assist Healthy Families Manager with monthly billing submission.
21. Maintain confidentiality of all employee and client information that you may have access to.
22. Deliver mail, paperwork, supplies, etc. to other BRS locations and department offices within the department service areas as needed.
Cluster F: Clay, Daviess, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo Counties
Cluster I: Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties
23. Comply with all BRS policies and procedures.
24. Assist in maintaining a clean, safe work environment.
25. Participate in in-service training designed to maintain or increase job knowledge.
26. Other duties as assigned.

The **Family Services Administrative Assistant** works under the direct supervision of the Family Services Director, who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

9/11

R/R: 5/12, 5/13, 5/14, 5/15, 5/16, 5/17, 5/18nc, 8/19nc, 7/2020nc, 5/2021nc, 5/2022nc

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: FAMILY SERVICES DIRECTOR

STATUS: Level V; Exempt

EDUCATION REQUIREMENTS: Bachelor's Degree from an accredited college/university in education, one of the social behavioral sciences, or one of the treatment services.

EXPERIENCE REQUIREMENTS: Three (3) years of professional experience in programs for DD persons and one (1) year of administrative/supervisory experience.

ESSENTIAL CAPABILITIES:

1. To evaluate and analyze information for reporting purposes and in response to RFF's, grant requirements and regulatory agencies.
2. To communicate with co-workers, staff, persons/families.
3. Computer skills to use various word processing, database and spreadsheet software.

COMPETENCY/TRAINING REQUIREMENTS:

1. Demonstrate maturity and experience in successfully working with infants and young children/parents.
2. Knowledge of child development, family dynamics, family problems and stresses of parenting. Knowledge of and belief in a non-violent approach of disciplining children.
3. Skill in crisis intervention, accessing community resources, teaching and listening, and basic problem solving.
4. Ability to read, write and speak English.
5. Ability to recognize the need for professional intervention, to be nonjudgemental, and to be motivated to learn from direct experiences as well as from training and supervision.
6. Knowledge of community resources and services available to support children and families.
7. Ability to provide guidance and direction to all Family Services staff in professional development and completion of their job responsibilities.
8. Must have a valid driver's license, a car, and proof of vehicle liability insurance.
9. Must attend and successfully complete Healthy Families Indiana Training and First Steps Service Coordination Training.

10. Knowledge of the State First Steps Early Intervention System.

SUPERVISORY RELATIONSHIPS: This position is supervised by the CEO

This position directly supervises the Healthy Families Manager, LPCC Coordinator, Assessment Team Supervisor, SPOE Supervisor and Family Services Administrative Assistant.

RESPONSIBILITIES AND DUTIES:

1. Approve the ordering of equipment and supplies for the Healthy Families, LPCC Coordination, System Point of Entry, Service Coordination and Assessment Team programs.
2. Provide supervision for Assessment Team, First Steps, and Healthy Families staff.
3. Work as a member of the Interdepartmental Coordinating Committee along with the CEO, Children's Services Director, Community Resources Director, Housing Director, Industrial Operations/ Marketing Director, Employment Services Director, Fiscal Director, Residential Director, Transportation Director, WIC Coordinator and Human Resources Manager.
4. Act as a member of the Compliance Committee for the organization to ensure compliance with applicable federal, state, and local laws and regulations.
5. Participate as a member of the Personnel Policy Revision Committee.
6. Provide supervision of the LPCC/SPOE Grants. Oversee all System Point of Entry and Local Planning and Coordinating Council activities in Cluster F and Cluster I. This may require overnight stays.
Cluster F: Clay, Daviess, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo Counties.
Cluster I: Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties.
7. Provide leadership for the First Steps Management Team. Work as a member of the team along with the CEO, SPOE Supervisor, Assessment Team Supervisor and First Steps Managers.
8. Provide leadership for the Healthy Families Management Team. Work as a member of the team along with the CEO, Healthy Families Manager and Healthy Families Supervisors.
9. Provide regular supervision session(s) to Healthy Families Manager.

10. Assist Healthy Families Manager in providing supervision sessions to each staff person they supervise.
11. Screen resumes, participate in interviews and provide management and supervisory staff in the Family Services department with input and recommendations regarding hiring decisions.
12. Track and monitor staff retention and turnover by program.
13. Investigate, plan, coordinate, and/or participate in new projects for First Steps and Healthy Families.
14. Ensure staff meeting(s) are held as needed with First Steps, Healthy Families and Assessment Team. Coordinate agenda with respective Management Team Members.
15. Plan and arrange training and in-service training for Healthy Families, First Steps, and Assessment Team staff.
16. Ensure all related activities to fulfill the obligation of the System Point of Entry/Service Coordination, the Memorandums of Agreement (MOA), and Healthy Families are conducted.
17. Supervise LPCC Coordinators and oversee activities of the councils. Attend quarterly Cluster LPCC in both Clusters. Attend subcommittee meetings as needed.
18. Establish and maintain positive relationships with First Steps Multidisciplinary Agency representatives.
19. Promote the Early Intervention system through continual contact with referral sources to include: Pediatricians, Family Practitioners, Healthy Families, Department of Family Resources, Department of Child Services, WIC Clinics, MCH Clinics, Hospitals, NICUs, Childcare Centers, Home Daycares and other sources as identified.
20. Promote Local Planning and Coordinating Council membership among area Early Intervention service providers, professionals of various disciplines and other community members.
21. Provide community education and/or educational activities for residents of each county while promoting the First Steps Early Intervention System and Healthy Families program.

22. Monitor the quality of program services by executing the internal quality review process for First Steps. Identify strengths, areas of concern and areas for improvement within the system and staff.
23. Coordinate the First Steps staff credentialing process.
24. Assist in tracking information for state required reports, child counts, CARF regulations, and local First Steps Council reports to ensure accountability and quality of Early Intervention program.
25. Assist in the coordination with public schools for easier transition of preschool children into public school programs.
26. Maintain confidentiality of all employee and consumer information that you may have access to.
27. Act responsibly with purchasing authority, ensuring that expenditures are for agency use and appropriate approval has been obtained prior to purchase.
28. Attend out-of-town training which may require overnight stay.
29. Participate in in-service training designed to maintain and improve job skills.
30. Other duties as assigned.

The **Family Services Director** works under the direct supervision of the CEO who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

R/R: 7/92, 10/93, 10/96, 1/97, 7/98, 8/99, 7/00, 6/01, 6/02, 6/03, 6/04, 1/05, 8/05, 5/06, 9/06, 6/07, 6/08, 10/08, 6/09, 3/10, 5/10, 2/11, 5/11, 5/12, 5/13, 5/14, 7/14, 5/15, 5/16, 5/17, 5/18nc, 8/19nc, 7/2020nc, 8/2020, 5/2021nc, 5/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: FIRST STEPS ASSISTANT MANAGER

STATUS: Level III; Non-Exempt

EDUCATION REQUIREMENTS: Specialist Level Service Coordinator with the State of Indiana; Bachelor's Degree

EXPERIENCE REQUIREMENTS: Two years experience working with infants and toddlers and their families in First Steps.

ESSENTIAL CAPABILITIES:

1. Accurate working knowledge of First Steps due process and procedural safeguards.
2. Firm understanding of First Steps eligibility criteria.
3. Working knowledge of state and federal regulations (EI record development and maintenance, IFSP development, transition activities/obligations, confidentiality).
4. Knowledge of community and state program, financial and support resources.
5. Computer skills to use various word processing, database and spreadsheet software.
6. Ability to communicate effectively both written and orally in English.

COMPETENCY/TRAINING REQUIREMENTS:

1. Maintain valid driver's license and reliable, safe transportation to facilitate meetings with families and providers throughout the community.
2. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.
3. Maintain consumer confidentiality.
4. Successfully complete Service Coordination trainings.
5. Ability to provide guidance and direction to Early Intervention personnel in professional development and completion of their job responsibilities.
6. Skill in crisis intervention, accessing community resources, teaching and listening, and basic problem solving.

SUPERVISORY RELATIONSHIPS: This position is supervised by the First Steps Manager

RESPONSIBILITIES AND DUTIES:

1. Provide guidance and training to Service Coordinators working in assigned region.
_____ Cluster I East: Corydon & Salem satellite sites and New Albany SPOE site
_____ Cluster I West: Evansville satellite site and Ferdinand satellite site

_____ Cluster F: Washington satellite site and Terre Haute SPOE site.

2. Assist Manager with hiring process including interviewing, reference checks and providing Director with input regarding hiring of First Steps Service Coordination staff.
3. Schedule and conduct mentoring meetings for newly hired Service Coordinators as needed.
4. Maintain training log for newly hired Service Coordinators.
5. Conduct training activities with staff including: orientation, shadowing home visits, and early intervention practices.
6. Maintain positive, ongoing relationships with local Service Coordinators, Assessment teams, Multidisciplinary Agencies, enrolled providers, physicians and families.
7. Attend staff meetings to obtain and share information.
8. At least 50% of time will be spent providing direct service to families in the role of Service Coordinator.
9. Receive and respond to all referrals within 2 business days.
10. Conduct and complete intake according to established procedures. Obtain informed consent to proceed; initiate requests for information with parental consent; fully inform family of due rights and procedural safeguards; communicate with referral source regarding next steps.
11. Document implementation of procedures to ensure determination of eligibility and completion of IFSP within 45 days of referral.
12. Coordinate and facilitate the assessment and evaluation activities related to eligibility redetermination.
13. Assist family in locating available Agency for identified IFSP services. If no Agency available, consult with Manager.
14. Coordinate and monitor the delivery of services as written in child's IFSP. This includes facilitating changes to the plan as needed.
15. Facilitate the development of a transition plan into, within and from the early intervention system. This includes the transition to Part B, Head Start, preschool or other community services as appropriate at age three or when the child is no longer eligible for First Steps services.
16. Maintain clinical documentation logs on each child served. These are due the first business day of the following month.
17. Participate in at least one staffing session per month with First Steps Manager.

18. Assist First Steps Manager with providing staffing sessions monthly to each Service Coordinator in assigned region.
19. Obtain required medical information from primary care physicians and other medical/health services providers.
20. Provide support and guidance to families while matching their needs to community resources.
21. Comply with all FS policies and procedures.
22. Provide services in a manner consistent with First Step's planning vision and values statement. Family meetings will occur at the most appropriate place and time for the parents, most often in the home and possibly during the evening hours.
23. Ensure parent rights are explained at appropriate intervals both orally and in writing.
24. Coordinate with First Steps Manager to arrange coverage for vacations/absences.
25. Provide coverage as needed anywhere within Cluster F and Cluster I. Advance notice will be given whenever possible.
Cluster F: Clay, Daviess, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo Counties.
Cluster I: Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties.
26. Assist families in completing Exit Summary.
27. Collect current income and health insurance documentation for Cost Participation.
28. Attend out-of-town training which may require overnight stay.
29. Maintain confidentiality of all employee and client information that you may have access to.
30. Participate in in-service training designed to maintain and improve job skills.
31. Assist in maintaining a clean, safe work environment.
32. Other duties as assigned.

The **First Steps Assistant Manager** works under the direct supervision of the First Steps Manager who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Blue River Services, Inc. is an Equal Opportunity Employer

6/07

R/R: 6/08, 6/09, 3/10, 5/10, 10/10, 5/11, 5/11, 5/12, 5/13, 5/14, 5/15, 6/15, vacant 9/15,
Reinstated 3/2022, Adjusted to Non-Exempt 4/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: **FIRST STEPS CLERICAL ASSISTANT**

STATUS: **Level II; Non-Exempt**

EDUCATION REQUIREMENTS: High school diploma from accredited school or equivalent

EXPERIENCE REQUIREMENTS: N/A

ESSENTIAL CAPABILITIES/COMPETENCY/TRAINING REQUIREMENTS:

1. Knowledge of word processing, database, and spreadsheet software.
2. Attention to detail for grammar and math.
3. Ability to work as a member of a team with shared responsibilities.
4. Friendly and courteous customer service skills for interactions with the public, co-workers, and persons served.
5. Physical ability to lift a box of office supplies such as a box of copy paper.
6. Maintain valid driver's license and reliable, safe transportation for travel to other offices or training locations as needed.
7. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.

Oral/Written Communication Skills

- a. The ability to verbally communicate with co-workers and persons served.
- b. The ability to communicate in writing for the completion of record keeping.

SUPERVISORY RELATIONSHIPS: This position is supervised by the SPOE Supervisor

RESPONSIBILITIES AND DUTIES:

1. Receive visitors; receive and route incoming calls to the Early Intervention Program.
2. Take referrals via phone and complete referral form. Distribute new referrals to appropriate SPOE/Satellite office.
3. Assist with creating and maintaining Early Intervention records. Assist with establishing electronic record for all children referred by the SPOE.

4. Assist with the completion of data entry functions, filing and related tasks for the SPOE Program as needed.
5. Deliver mail, paperwork, supplies, etc. to satellite offices and other BRS locations as needed.
6. Prepare and mail related letters, packages, and other outgoing mail daily.
7. Distribute incoming mail daily.
8. Maintain copier, computer, printer and fax machines.
9. Maintain the files of program and agency forms.
10. Maintain adequate supply of office and janitorial supplies.
11. Assist in tracking information for state required reports, child counts, CARF regulations and local First Steps Council reports to ensure accountability and quality of the Early Intervention Program.
12. Attend staff meetings as needed.
13. Assist in maintaining a clean, safe work environment.
14. Maintain confidentiality of all employee and client information that you may have access to.
15. Comply with all FS policies and procedures.
16. Provide coverage as needed anywhere within Cluster F and Cluster I. Advance notice will be given whenever possible.
Cluster F: Clay, Davies, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo Counties.
Cluster I: Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties.
17. Copy, scan or fax and distribute completed paperwork as designated, to Multidisciplinary Agencies, physicians, parents and other IFSP team members. Copy and distribute other forms and memos as directed.
18. Attend out-of-town training as needed which may require overnight stay.
19. Participate in in-service training designed to maintain or increase job knowledge.
20. Other duties as assigned.

The **First Steps Clerical Assistant** works under the direct supervision of the SPOE Supervisor, who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

3/04 (taken from First Steps/Clerical/Data Entry Secretary)

R/R: 6/04, 8/05, 1/06, 5/06, 9/06, 11/06, 6/07, 6/08, 2/09, 6/09, 3/10, 5/10, 10/10, 5/11, 5/12, 10/12, 5/13, 5/14, 5/15, 5/16, 5/17, 8/17, 5/18^{nc}, 8/19, 7/2020^{nc}, 5/2021^{nc}, 5/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: **FIRST STEPS CLERICAL ASSOCIATE**

STATUS: **Level II; Non-Exempt**

EDUCATION REQUIREMENTS: High school diploma from accredited school or equivalent

EXPERIENCE REQUIREMENTS: One year experience as secretary or receptionist helpful

ESSENTIAL CAPABILITIES/COMPETENCY/TRAINING REQUIREMENTS:

1. Knowledge of word processing, database, and spreadsheet software.
2. Ability to spell accurately, compose business letters, and proofread documents.
3. Attention to detail for grammar and math.
4. Ability to work as a member of a team with shared responsibilities.
5. Friendly and courteous customer service skills for interactions with the public, co-workers, and persons served.
6. Physical ability to lift a box of office supplies such as a box of copy paper.
7. Maintain valid driver's license and reliable, safe transportation for travel to other offices or training locations as needed.
8. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.

Oral/Written Communication Skills

- a. The ability to verbally communicate with co-workers and persons served.
- b. The ability to communicate in writing for the completion of record keeping.

SUPERVISORY RELATIONSHIPS: This position is supervised by the Assessment Team Supervisor

RESPONSIBILITIES AND DUTIES:

1. Receive incoming calls to the SPOE and Assessment Team programs. Take referrals via phone and complete referral form.
2. Schedule appointments for the Assessment Team members (Physical Therapists, Occupational Therapists, Speech – Language Pathologists and Developmental Therapists).

3. Communicate and cooperate with Assessment Team members, Service Coordinators, and Managers regarding schedules and coverage areas.
4. Copy, scan or fax and distribute assessment reports, forms, memos and other paperwork/documentation to Assessment Team members as directed.
5. Maintain the files of program (Assessment Team & SPOE) and agency forms.
6. Assist with compilation of data and activity reports required/requested by the First Steps Cluster Council and the State.
7. Type correspondence, records, reports and forms. Provide secretarial and other support services for Assessment Team & SPOE staff.
8. Maintain adequate supply of office and janitorial supplies and audit inventory monthly.
9. Prepare and mail related letters, packages, and other outgoing mail daily.
10. Distribute incoming mail daily.
11. Maintain copier, computer, printer and fax machines.
12. Assist with creating and maintaining Early Intervention records.
13. Assist in maintaining a clean, safe work environment.
14. Maintain confidentiality of all employee and client information that you may have access to.
15. Attend staff meetings as needed to take meeting minutes, obtain and share information.
16. Comply with all FS policies and procedures.
17. Deliver mail, paperwork, supplies, etc. and provide coverage to satellite offices, BRS offices and/or other locations as needed throughout Cluster F and Cluster I. Advance notice will be given whenever possible.
Cluster F: Clay, Daviess, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo Counties
Cluster I: Clark Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties.
18. Assist with completing data entry functions into the SPOE Program.
19. Attend out-of-town training as needed which may require overnight stay.

20. Participate in in-service training designed to improve and maintain job skills.
21. Other duties as assigned.

The **First Steps Clerical Associate** works under the direct supervision of the **Assessment Team Supervisor** who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

2/15, 5/15, 5/16, 5/17, 5/18nc, 8/19, 7/2020nc, 8/2020, 5/2021nc, 5/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: **FIRST STEPS DATA ENTRY CLERK**

STATUS: **Level II; Non-Exempt**

EDUCATION REQUIREMENTS: High school diploma from accredited school or equivalent

EXPERIENCE REQUIREMENTS: One year experience as secretary or receptionist helpful

ESSENTIAL CAPABILITIES/COMPETENCY/TRAINING REQUIREMENTS:

1. Knowledge of word processing, database, and spreadsheet software.
2. Ability to spell accurately and proofread documents.
3. Attention to detail for grammar and math.
4. Ability to work as a member of a team with shared responsibilities.
5. Friendly and courteous customer service skills for interactions with the public, co-workers, and persons served.
6. Physical ability to lift a box of office supplies such as a box of copy paper.
7. Knowledge of System Point of Entry (SPOE) software
8. Maintain valid driver's license and reliable, safe transportation for travel to other offices or training locations as needed.
9. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.

Oral/Written Communication Skills

- a. The ability to verbally communicate with co-workers and persons served.
- b. The ability to communicate in writing for the completion of record keeping.

SUPERVISORY RELATIONSHIPS: This position is supervised by the SPOE Supervisor

RESPONSIBILITIES AND DUTIES:

1. Primary Service Area:
 _____ Cluster F (Clay, Daviess, Greene, Knox, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo Counties)
 _____ Cluster I (Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties)

2. Complete data entry functions, filing and related tasks for the SPOE Program.
3. Assist in creating and maintain Early Intervention records. Establish electronic record for all children referred to the SPOE.
4. Assist with compilation of data and activity reports required/requested by the First Steps Cluster Council and the State.
5. Assist in tracking information for state required reports, child counts, CARF regulations and local First Steps Council reports to ensure accountability and quality of the Early Intervention Program.
6. Maintain spreadsheets to organize information for reporting purposes.
7. Assist with receiving and routing all incoming calls to the Early Intervention Program.
8. Assist with taking referrals and complete referral form.
9. Comply with all FS policies and procedures.
10. Copy and distribute forms and memos as directed.
11. Assist with maintaining copier, computer, printer and fax machines.
12. Assist in maintaining a clean, safe work environment.
13. Maintain confidentiality of all employee and consumer information that you may have access to.
14. Provide coverage as needed anywhere within Cluster F and Cluster I. Advance notice will be given whenever possible.
15. Deliver mail, paperwork, supplies, etc. to satellite offices and other BRS locations as needed.
16. Attend out-of-town training as needed which may require overnight stay.
17. Participate in in-service training designed to maintain or increase job knowledge.
18. Other duties as assigned.

The **First Steps Data Entry Clerk** works under the direct supervision of the SPOE Supervisor, who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

3/04 (taken from First Steps/Clerical/Data Entry Secretary)

R/R: 6/04, 8/05, 1/06, 5/06, 9/06, 11/06, 6/07, 6/08, 6/09, 3/10, 5/10, 5/11, 5/12, 5/13, 5/14, 5/15, 5/16, 5/17, 5/18^{nc}, 8/19, 7/2020^{nc}, 5/2021^{nc}, 5/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: **FIRST STEPS MANAGER**

STATUS: **Level IV; Exempt**

EDUCATION REQUIREMENTS: Bachelor's Degree from an accredited college/university in education, one of the social behavioral sciences, or one of the treatment services.

EXPERIENCE REQUIREMENTS: Two (2) years of professional experience in programs for DD persons.

ESSENTIAL CAPABILITIES:

1. Take responsibility for Service Coordinator activities.
2. Work effectively as part of a multi cluster/county team.
3. To communicate with co-workers, staff, persons/families.

COMPETENCY/TRAINING REQUIREMENTS:

1. Skill in crisis intervention, accessing community resources, teaching and listening, and basic problem solving.
2. Ability to read, write and speak English.
3. Ability to recognize the need for professional intervention, to be nonjudgmental, and to be motivated to learn from direct experiences as well as from training and supervision.
4. Knowledge of community resources and services available to support children and families.
5. Ability to provide guidance and direction to Early Intervention personnel in professional development and completion of their job responsibilities.
6. Knowledge of the State First Steps Early Intervention System.
7. Obtain/Maintain Service Coordinator Specialist credential with the State of Indiana.
8. Maintain valid driver's license and reliable, safe transportation to facilitate meetings with families and community partners.
9. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.

SUPERVISORY RELATIONSHIPS: This position is supervised by the SPOE Supervisor.

 This position directly supervises First Steps Service Coordinators in assigned territory.

RESPONSIBILITIES AND DUTIES:

1. Provide supervision training and guidance for First Steps Service Coordination and staff in assigned territory:
 - _____ Cluster I East: Salem & Corydon satellite sites and New Albany SPOE site
 - _____ Cluster I West: Evansville satellite site and Ferdinand satellite site
 - _____ Cluster F: Terre Haute SPOE site and Washington satellite site.
2. Work as a member of the First Steps Management Team along with the CEO, Family Services Director, SPOE Supervisor, First Steps Managers and Assessment Team Supervisor.
3. Plan and attend staff meetings to promote and foster a team atmosphere, disseminate and obtain information. Coordinate agenda with Management Team Members.
4. Generate a monthly board report.
5. Assist with activities required to fulfill the obligation of the System Point of Entry (SPOE) contract and Memorandums of Understanding (MOU).
6. Provide technical assistance to sites to ensure policy and procedures of State and RFF are met. Assistance to be provided via personal meetings, phone, fax and email communications.
7. Assist with communication with local community service/human service councils in assigned territory.
8. Participate on State stakeholder committees, subcommittees, focus groups and task forces as allowed.
9. Monitor the quality of program services by shadowing staff.
10. Fulfill SC responsibilities as needed to accommodate fluctuations in caseloads and/or staff turnover.
11. Assess Quality Review of Early Intervention record results to determine staff training needs.
12. Screen resumes, conduct interviews and provide SPOE Supervisor and Director with input regarding hiring of Service Coordination staff.
13. Hold monthly supervision sessions with each Service Coordinator in assigned region to offer guidance/recommendations. Maintain records for each session.
14. Participate in supervision sessions as needed with SPOE Supervisor.
15. Provide services in a manner consistent with First Step's planning vision and values statement. Family meetings will occur at the most appropriate place and time for the parents, most often in the home and possibly during the evening hours.
16. Attend Cluster LPCC meetings and subcommittee meetings.

17. Provide coverage as needed anywhere within Cluster F and Cluster I which may require overnight stays. Advance notice will be given whenever possible.
Cluster F: Clay, Daviess, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion and Vigo Counties.
Cluster I: Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties.
18. Track information for state required reports, child counts, CARF regulations, and Cluster LPCC Council reports to ensure accountability and quality of Early Intervention program.
19. Maintain confidentiality of all employee and consumer information that you may have access to.
20. Act responsibly with purchasing authority, ensuring that expenditures are for agency use and appropriate approval has been obtained prior to purchase.
21. Comply with all BRS and First Steps policies and procedures.
22. Attend out-of-town training which may require overnight stay.
23. Participate in in-service training designed to maintain and improve job skills.
24. Assist in maintaining a clean, safe work environment.
25. Other duties as assigned.

The **First Steps Manager** works under the direct supervision of the SPOE Supervisor who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

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9/06 (Combined SPOE Supervisor and Service Coordinator Supervisor), 6/07, 6/08, 6/09, 3/10, 5/10, 10/10, 5/11, 5/12, 5/13, 5/14, 5/15, 9/15, 5/16, 12/16, 5/17, 9/17, 5/18nc, 8/19, 7/2020nc, 8/2020, 5/2021nc, 4/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: FIRST STEPS SERVICE COORDINATOR

STATUS: LEVEL III; NON-EXEMPT

EDUCATION REQUIREMENTS: Bachelor's Degree

EXPERIENCE REQUIREMENTS: One year experience working with children and families.

ESSENTIAL CAPABILITIES:

1. Accurate working knowledge of First Steps due process and procedural safeguards.
2. Working understanding of the options available to determine First Steps eligibility
3. Firm understanding of First Steps eligibility criteria.
4. Working knowledge of state and federal regulations (EI record development and maintenance, IFSP development, transition activities/obligations, confidentiality).
5. Knowledge of community and state program, financial and support resources.
6. Ability to collect and record required data and ensure entry through the SPOE.
7. Computer skills to use various word processing, database, spreadsheet software and iPad/Tablet.
8. Ability to communicate effectively both written and orally in English.

COMPETENCY/TRAINING REQUIREMENTS:

1. Maintain valid driver's license and reliable, safe transportation to facilitate meetings with families throughout the community.
2. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.
3. Maintain consumer confidentiality.
4. Successful completion of SC 101, SC 102 and SC 103 Service Coordination training.
5. Obtain credential as a Service Coordinator within 1 year.

SUPERVISORY RELATIONSHIPS: This position is supervised by the First Steps Manager

RESPONSIBILITIES AND DUTIES:

1. Primary Service Area:
_____ Cluster F (Clay, Daviess, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion, and Vigo Counties)
_____ Cluster I (Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties)
2. Receive and respond to all referrals within 2 business days.
3. Conduct and complete intake according to established procedures. Obtain informed consent to proceed; initiate requests for information with parental consent; fully inform family of due rights and procedural safeguards; communicate with referral source regarding next steps.

4. Collect current income and health insurance documentation for Cost Participation.
5. Arrange for and ensure completion of necessary assessments and evaluations to determine eligibility and/or to plan and complete IFSP.
6. Assist family in locating available Agency for identified IFSP service. If no Agency available, consult with Manager.
7. Document implementation of procedures to ensure determination of eligibility and completion of initial IFSP within 45 days of referral. Eligibility determination is completed according to regulations.
8. Coordinate and Convene IFSP review and annual IFSP meetings, as well as transition conferences on each infant and toddler. Facilitate and participate in the development, review and evaluation of IFSP's. Forward copies to families, Multidisciplinary Agency, physician and others requested by family.
9. Coordinate and monitor the delivery of services, including assistance in identification and access to available sources of financial support for these early intervention services, including Medicaid and CSHCS, through Financial Case Management Services.
10. Ensure procedural safeguards are explained to families at appropriate intervals both orally and in writing.
11. Maintain thoroughly detailed clinical documentation logs on each child served. These are due that first business day of the following month.
12. Facilitate the development of a transition plan from the early intervention system, including transition to Part B special education, pre-school services or other community services as appropriate before age three or when the child is no longer eligible for early intervention services.
13. Assist families in completing Exit Summary prior to exiting program.
14. Maintain cooperative and professional relationship with Assessment Teams, Agencies, enrolled providers, medical providers and families while serving as a member of a multi-disciplinary team.
15. Coordinate services from multiple sources for the child and/or the family.
16. Provide support and guidance to families while matching their needs to community resources.
17. Empower families by facilitating family decision making concerning the needs of the child without imposing personal biases, supplanting family authority or encouraging long-term dependence on program staff.
18. Obtain required medical information from primary care physicians and other medical/health services providers.
19. Provide services in a manner consistent with First Steps planning vision and values statement. Family meetings will occur at the most appropriate place and time for the parents, most often in the home and possibly during the evening hours.

20. Participate in at least one supervision session per month with First Steps Manager.
21. Attend staff meetings to obtain and share information.
22. Coordinate with First Steps Manager to arrange coverage for vacations/absences.
23. Maintain the Service Coordination Credential and participate in training as required.
24. Comply with all State and local First Steps policies and procedures.
25. Provide coverage as needed anywhere within Cluster F and Cluster I. Counties are listed on page 1. Advance notice will be given whenever possible.
26. Attend out-of-town training which may require overnight stay.
27. Maintain confidentiality of all employee and client information that you may have access to.
28. Assist in maintaining a clean, safe work environment.
29. Other duties as assigned.

The **First Steps Service Coordinator** works under the direct supervision of the First Steps Manager who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

R/R: 1/94, 6/95, 2/97, 7/98, 8/99, 7/00, 6/01, Vacant 6/03 update, Reactivated as Service Coordinator 3/06, 5/06, 7/06, 9/06, 10/06, 6/07, 3/08, 6/08, 6/09, 5/10, 10/10, 5/11, 5/12, 5/13, 5/14, 5/15, 5/16, 5/17, 5/18nc, 8/19, 4/2020 Blended with Intake Coordinator, 7/2020nc, 5/2021nc, 5/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: OCCUPATIONAL THERAPIST

STATUS: Level 1.1 and Level III; Non-Exempt

EDUCATION REQUIREMENTS: BS degree in Occupational Therapy, Licensure by the Indiana Professional Licensing Agency.

EXPERIENCE REQUIREMENTS: One year of professional experience with infants and toddlers preferred.

ESSENTIAL CAPABILITIES:

1. Knowledge of child development, family dynamics, family issues and stresses of parenting.
2. Skill in crisis intervention, accessing community resources, teaching and listening, and basic problem-solving.
3. Ability to read, write and speak English.
4. Ability to recognize the need for professional intervention, to be nonjudgemental, and to be motivated to learn from direct experiences as well as from training and supervision.

COMPETENCY/TRAINING REQUIREMENTS:

1. Successful completion of AEPS training.
2. Maintain consumer confidentiality.
3. Completion of Direct Service Provider Orientation (DSP101).
4. Successful completion of DSP 102 and DSP 103 Direct Service Provider training.
5. Obtain and maintain Occupational Therapist Specialist Credential, as identified in the Early Intervention Personnel Guide.
6. Maintain valid driver's license and reliable, safe transportation to facilitate meetings with families.
7. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.
8. Must maintain Licensure by the Indiana Professional Licensing Agency.

SUPERVISORY RELATIONSHIPS: This position is supervised by the Assessment Team Supervisor.

RESPONSIBILITIES AND DUTIES:

1. Primary Service Area:
 - _____ I1: Posey and Vanderburgh Counties
 - _____ I2: Gibson and Vanderburgh Counties
 - _____ I3: Warrick, Pike, Spencer, Dubois and Perry Counties
 - _____ I4: Orange, Crawford, Harrison, Washington and Floyd Counties
 - _____ I5: Clark and Scott Counties
 - _____ F1: Parke, Vermillion and Vigo Counties
 - _____ F2: Clay and Putnam Counties
 - _____ F3: Owen and Greene Counties
 - _____ F4: Sullivan and Vigo Counties
 - _____ F5: Knox, Daviess and Martin Counties

(May circle additional counties willing to serve on a regular basis)
2. Participate with a multi-disciplinary Early Intervention Team to develop each child's IFSP.
3. Provide occupational therapy evaluation and assessment services to children, using State-approved assessments.
4. Work as a member of a multi-disciplinary team which may include Service Coordinators, First Steps Providers, physicians and other professionals as necessary. The team must include the parents.
5. Participate in staffings, conferences and meetings of the Assessment Team.
6. Responsible for record keeping including assessment reports, progress notes, IFSP reviews, changes in service, unit of service and other relevant data.
7. Communicate with appropriate Service Coordinators regarding progress of children participating in occupational therapy and other early intervention services.
8. Establish positive relationships with First Steps Agencies and individual Providers.
9. Ensure eligibility determination is completed according to regulations.
10. Submit a productivity report (billing record) weekly.
11. Obtain required medical information from primary care physicians and other medical/health services providers.
12. Provide Occupational Therapy consultation/training services to programs and services which the child and/or family participate.

13. Provide direct child treatment in the event of Provider shortage, as allowed by the State.
14. Provide families with information, skills and support related to enhancing their child's development in one or more developmental domains including cognitive development, adaptive development, social/emotional development, motor development, and communication development.
15. Provide coverage as needed anywhere in Cluster F and Cluster I. Advance notice will be given whenever possible.
16. Participate in in-service training designed to improve job skills and maintain personnel standards as established for early intervention providers by the State of Indiana.
17. Maintain confidentiality of all consumer information that you may have access to.
18. Comply with all BRS policies and procedures.
19. Other duties as assigned.

The **Occupational Therapist** works under the direct supervision of the Assessment Team Supervisor who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

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R/R: 7/92, 9/93, 10/96, 7/98, Re-instated 11/10, 5/11, 6/11, 5/12, 5/13, 5/14, 5/15
5/16, 5/17, 5/18nc, 8/19nc, 7/2020nc, 5/2021nc, 5/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: **PHYSICAL THERAPIST**

STATUS: **Level 1.1 and Level III; Non-Exempt**

EDUCATION REQUIREMENTS: BS degree in Physical Therapy, Licensure by the Indiana Professional Licensing Agency.

EXPERIENCE REQUIREMENTS: One year of professional experience with infants and toddlers preferred.

ESSENTIAL CAPABILITIES:

1. Knowledge of child development, family dynamics, family issues and stresses of parenting.
2. Skill in crisis intervention, accessing community resources, teaching and listening, and basic problem-solving.
3. Ability to read, write and speak English.
4. Ability to recognize the need for professional intervention, to be nonjudgemental, and to be motivated to learn from direct experiences as well as from training and supervision.

COMPETENCY/TRAINING REQUIREMENTS:

1. Successful completion of AEPS training.
2. Maintain consumer confidentiality.
3. Completion of Direct Service Provider Orientation (DSP101).
4. Successful completion of DSP 102 and DSP 103 Direct Service Provider training.
5. Obtain and maintain Physical Therapist Specialist Credential, as identified in the Early Intervention Personnel Guide.
6. Maintain valid driver's license and reliable, safe transportation to facilitate meetings with families.
7. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.
8. Must maintain Licensure by the Indiana Professional Licensing Agency.

SUPERVISORY RELATIONSHIPS: This position is supervised by the Assessment Team Supervisor

RESPONSIBILITIES AND DUTIES:

1. Primary Service Area:
 - _____ I1: Posey and Vanderburgh Counties
 - _____ I2: Gibson and Vanderburgh Counties
 - _____ I3: Warrick, Pike, Spencer, Dubois and Perry Counties
 - _____ I4: Orange, Crawford, Harrison, Washington and Floyd Counties
 - _____ I5: Clark and Scott Counties
 - _____ F1: Parke, Vermillion and Vigo Counties
 - _____ F2: Clay and Putnam Counties
 - _____ F3: Owen and Greene Counties
 - _____ F4: Sullivan and Vigo Counties
 - _____ F5: Knox, Daviess and Martin Counties

(May circle additional counties willing to serve on a regular basis)
2. Participate with a multi-disciplinary Early Intervention Team to develop each child's IFSP.
3. Provide physical therapy evaluation and assessment services to children, using State-approved assessments.
4. Work as a member of a multi-disciplinary team which may include Service Coordinators, First Steps Providers, physicians and other professionals as necessary. The team must include the parents.
5. Participate in staffings, conferences and meetings of the Assessment Team.
6. Responsible for record keeping including assessment reports, progress notes, IFSP reviews, changes in service, unit of service and other relevant data.
7. Communicate with appropriate Service Coordinators regarding progress of children participating in physical therapy and other early intervention services.
8. Establish positive relationships with First Steps Agencies and individual Providers.
9. Ensure eligibility determination is completed according to regulations.
10. Submit a productivity report (billing record) weekly.
11. Obtain required medical information, including physician orders, from primary care physicians and other medical/health services providers.

12. Provide Physical Therapy consultation/training services to programs and services which the child and/or family participate.
13. Provide direct child treatment in the event of Provider shortage, as allowed by the State.
14. Provide families with information, skills and support related to enhancing their child's development in one or more developmental domains including cognitive development, adaptive development, social/emotional development, motor development, and communication development.
15. Provide coverage as needed anywhere in Cluster F and Cluster I. Advance notice will be given whenever possible.
16. Participate in in-service training designed to improve job skills and maintain personnel standards as established for early intervention providers by the State of Indiana.
17. Maintain confidentiality of all consumer information that you may have access to.
18. Comply with all BRS policies and procedures.
19. Other duties as assigned.

The **Physical Therapist** works under the direct supervision of the Assessment Team Supervisor who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

R/R: 9/94, 10/96, 7/98, 8/99, Re-instated 11/10, 5/11, 6/11, 5/12, 5/13, 5/14, 11/14, 5/15, 5/16, 5/17, 5/18nc, 8/19nc, 7/2020nc, 5/2021nc, 5/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: PUBLIC RELATIONS COORDINATOR

STATUS: Level III; Non-Exempt

EDUCATION REQUIREMENTS: Bachelor's Degree from an accredited college/university.

EXPERIENCE REQUIREMENTS: One (1) year of professional experience in programs for DD persons and one (1) year of administrative/supervisory experience.

ESSENTIAL CAPABILITIES:

1. To communicate with co-workers, staff, families and community partners.
2. Computer skills to use various word processing, database and spreadsheet software.

COMPETENCY/TRAINING REQUIREMENTS:

1. Skill in crisis intervention, accessing community resources, teaching and listening, and basic problem solving.
2. Ability to read, write and speak English.
3. Knowledge of community resources and services available to support children and families.
4. Ability to provide guidance and direction to LPCC volunteers in professional development and completion of their job responsibilities.
5. Knowledge of the State First Steps Early Intervention System.
6. Maintain valid driver's license and reliable, safe transportation to facilitate meetings throughout the community.
7. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.

SUPERVISORY RELATIONSHIPS: This position is supervised by the Director of Family Services

RESPONSIBILITIES AND DUTIES:

1. Ensure the coordination of Child find, screening activities and distribution of public awareness materials throughout both Cluster services areas.
_____ Cluster I: Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties.

_____ Cluster F: Clay, Daviess, Greene, Knox, Martin, Owen Parke, Putnam, Sullivan, Vermillion and Vigo counties.
2. Promote the First Steps Early Intervention program through contact as needed with referral sources to include: Pediatricians, Family Practitioners, Healthy Families,

Department of Family Resources, Department of Child Services, WIC Clinics, MCH Clinics, Hospitals, NICUs, Childcare Centers, Home Daycares and other sources as identified.

3. Create and execute content for program's social media platform(s).
4. Lead the Local Planning and Coordinating Council (LPCC) in establishing priorities and goals.
5. Prepare quarterly LPCC meeting agenda and minutes for each Cluster. Attend each meeting. Prepare and disseminate meeting minutes.
6. Prepare quarterly LPCC Subcommittee meeting agenda. Attend the meetings and prepare minutes.
7. Promote Council membership among Multi-disciplinary Agencies, referral sources, parents of children with disabilities, professionals of various disciplines and other community members.
8. Provide supervision for LPCC volunteers.
9. Arrange training and in-service training for LPCC volunteers.
10. Ensure communication with local community service/human service councils. Cultivate strong relationships with these groups in each county.
11. Maintain cooperative and professional relationship with Early Intervention providers and Lead Education Agency staff members as well as other community providers of Early Intervention and Public School services.
12. Assist in the coordination with public schools for easier transition of First Steps children into public school programs.
13. Compile statistics and/or information for Monthly Activity Report, RFF, and any other reports as needed. Submit these reports to Family Services Director for review and summarization.
14. Assist in preparation of the RFF and submission to Cluster Council for approval.
15. Recruit Multidisciplinary Agencies as well as providers to ensure availability of services across all disciplines.
16. Attend staff meetings and/or Management Team meetings as needed to promote and foster a team atmosphere, disseminate and obtain information.
17. Attend quarterly meetings of State Interagency Coordinating Council on Infants and Toddlers (ICC) as needed. Participate on subcommittees as allowed.
18. Participate in supervision sessions as needed with Director.

19. Maintain parent handbook to include a description of LPCC activities and meeting schedule.
20. Maintain confidentiality of all employee and consumer information that you may have access to.
21. Exercise discretion and individual judgment in a successful manner with respect to matters of significance within the program.
22. Comply with all First Steps policies and procedures.
23. Act responsibly with purchasing authority, ensuring that expenditures are for agency use and appropriate approval has been obtained prior to purchase.
24. Participate in in-service training designed to maintain and improve job skills.
25. Attend out-of-town training, which may require overnight stay, as needed.
26. Assist in maintaining a clean, safe work environment.
27. Other duties as assigned.

The **Public Relations Coordinator** works under the direct supervision of the Director of Family Services who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

12/05

R/R: 5/06, 8/06, 6/07, 6/08, 6/09, 5/10, 10/10, Vacant 2/28/11, Reinstated 5/11, 5/11, 3/12, 5/12, 5/13, 5/14, 7/14, 5/15, 5/16, 5/17, 5/18nc, 8/19, 7/2020nc, 8/2020, 5/2021nc, 5/2022, Title adjustment from LPCC Coordinator 7/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: SPEECH - LANGUAGE PATHOLOGIST

STATUS: Level 1.1 and Level III; Non-Exempt

EDUCATION REQUIREMENTS: Masters degree in Speech Language Pathology, Licensure by the Indiana Professional Licensing Agency.

EXPERIENCE REQUIREMENTS: One year of professional experience with infants and toddlers preferred.

ESSENTIAL CAPABILITIES:

1. Knowledge of child development, family dynamics, family issues and stresses of parenting.
2. Skill in crisis intervention, accessing community resources, teaching and listening, and basic problem-solving.
3. Ability to read, write and speak English.
4. Ability to recognize the need for professional intervention, to be nonjudgemental, and to be motivated to learn from direct experiences as well as from training and supervision.

COMPETENCY/TRAINING REQUIREMENTS:

1. Successful completion of AEPS training.
2. Maintain consumer confidentiality.
3. Completion of Direct Service Provider Orientation (DSP101).
4. Successful completion of DSP 102 and DSP 103 Direct Service Provider training.
5. Obtain and maintain Speech Language Pathologist Specialist Credential, as identified in the Early Intervention Personnel Guide.
6. Maintain valid driver's license and reliable, safe transportation to facilitate meetings with families.
7. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.
8. Must maintain Licensure by the Indiana Professional Licensing Agency.

SUPERVISORY RELATIONSHIPS: This position is supervised by the Assessment Team Supervisor

RESPONSIBILITIES AND DUTIES:

1. Primary Service Area:
 - _____ I1: Posey and Vanderburgh Counties
 - _____ I2: Gibson and Vanderburgh Counties
 - _____ I3: Warrick, Pike, Spencer, Dubois and Perry Counties
 - _____ I4: Orange, Crawford, Harrison, Washington and Floyd Counties
 - _____ I5: Clark and Scott Counties
 - _____ F1: Parke, Vermillion and Vigo Counties
 - _____ F2: Clay and Putnam Counties
 - _____ F3: Owen and Greene Counties
 - _____ F4: Sullivan and Vigo Counties
 - _____ F5: Knox, Daviess and Martin Counties

(May circle additional counties willing to serve on a regular basis)
2. Participate with a multi-disciplinary Early Intervention Team to develop each child's IFSP.
3. Provide speech therapy evaluation and assessment services to children, using State-approved assessments.
4. Work as a member of a multi-disciplinary team which may include Service Coordinators, First Steps Providers, physicians and other professionals as necessary. The team must include the parents.
5. Participate in staffings, conferences and meetings of the Assessment Team.
6. Responsible for record keeping including assessment reports, progress notes, IFSP reviews, changes in service, unit of service and other relevant data.
7. Communicate with appropriate Service Coordinators regarding progress of children participating in speech therapy and other early intervention services.
8. Establish positive relationships with First Steps Agencies and individual Providers.
9. Ensure eligibility determination is completed according to regulations.
10. Submit a productivity report (billing record) weekly.
11. Obtain required medical information from primary care physicians and other medical/health services providers.

12. Provide Speech Therapy consultation/training services to programs and services which the child and/or family participate.
13. Provide direct child treatment in the event of Provider shortage, as allowed by the State.
14. Provide families with information, skills and support related to enhancing their child's development in one or more developmental domains including cognitive development, adaptive development, social/emotional development, motor development, and communication development.
15. Provide coverage as needed anywhere in Cluster F and Cluster I. Advance notice will be given whenever possible.
16. Participate in in-service training designed to improve job skills and maintain personnel standards as established for early intervention providers by the State of Indiana.
17. Maintain confidentiality of all consumer information that you may have access to.
18. Comply with all BRS policies and procedures.
19. Other duties as assigned.

The **Speech-Language Pathologist** works under the direct supervision of the Assessment Team Supervisor who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

R/R: 9/94, 10/96, 7/98, 8/99, Re-instated 11/10, 5/11, 6/11, 5/12, 5/13, 5/14, 11/14, 5/15, 5/16, 5/17, 5/18nc, 8/19nc, 7/2020nc, 5/2021nc, 5/2022

Blue River Services, Inc.

JOB DESCRIPTION

TITLE: SPOE SUPERVISOR

STATUS: Level IV; Exempt

EDUCATION REQUIREMENTS: Bachelor's Degree from an accredited college/university in education, one of the social behavioral sciences, or one of the treatment services.

EXPERIENCE REQUIREMENTS: Two (2) years of professional experience in programs for DD persons and one (1) year of administrative/supervisory experience.

ESSENTIAL CAPABILITIES:

1. Take responsibility for First Steps activities as described in the contract.
2. Work effectively as a part of a multi cluster team.
3. To communicate with co-workers, staff, persons/families.

COMPETENCY/TRAINING REQUIREMENTS:

1. Skill in crisis intervention, accessing community resources, teaching and listening, basic problem solving.
2. Ability to read, write and speak English.
3. Ability to recognize the need for professional intervention, to be nonjudgemental, and to be motivated to learn from direct experiences as well as from training and supervision.
4. Knowledge of community resources and services available to support children and families.
5. Ability to provide guidance and direction to Early Intervention personnel in professional development and completion of their job responsibilities.
6. Knowledge of the State First Steps Early Intervention System.
7. Obtain/maintain Service Coordinator Specialist credential with the State of Indiana.
8. Maintain valid driver's license and reliable, safe transportation to facilitate meetings throughout the community.
9. Must supply proof of vehicle liability insurance with minimum coverage as required by Indiana state law.

SUPERVISORY RELATIONSHIPS: This position is supervised by the Family Services Director.

This position directly supervises the First Steps Manager, Clerical Assistant, and Data Entry Clerk.

RESPONSIBILITIES AND DUTIES:

1. Work as a member of the First Steps Management Team along with the CEO, Family Services Director, First Steps Managers and Assessment Team Supervisor.
2. Supervise First Steps Managers and oversee program activities in assigned cluster:
_____ Cluster I
_____ Cluster F
3. Supervise Data staff and activities (data entry, filing, referral distribution for the First Steps Program. Assist with data entry functions.
4. Attend quarterly Cluster LPCC meetings. Attend subcommittee meetings as needed.
5. Promote effective staff performance through training, support, direction and disciplinary measures as agreed upon with management staff.
6. Screen resumes, conduct interviews and provide Director with input regarding hiring of all Managers and clerical staff. Assist Managers with hiring of Service Coordination staff.
7. Provide technical assistance to all SPOE sites and Agencies to ensure policy and procedures of State, and Request for Funding are met. Assistance to be provided via personal meetings, phone, and email communications.
8. Generate monthly Cluster SPOE reports. These reports are to be provided to the LPCCs to support RFF outcomes.
9. Track information for state required reports, child counts, monthly record audits, CARF regulations, and Cluster LPCC Council reports to ensure accountability and quality of Early Intervention program.
10. Assist with activities required to fulfill the obligation of the System Point of Entry (SPOE) contract and Memorandums of Agreement (MOA).
11. Coordinate Cost Participation suspension process. Maintain and submit the Cluster CP Issues Log.
12. Maintain AT Equipment Lending Library. Monitor and track assistive technology and ensure the re-use of AT equipment.
13. Plan and attend monthly SPOE staff meetings to promote and foster a team atmosphere, disseminate and obtain information. Provide training on issues as identified on and/or other performance reports. Attend Assessment Team and/or LPCC staff meetings as needed.
14. Participate on State stakeholder committees, subcommittees, focus groups and task forces as allowed.
15. Provide service coordination services to children only if needed during severe staff shortages as determined by Family Services Director.
16. Provide coverage as needed anywhere within Cluster F and Cluster I, which may require overnight stay. Advance notice will be given whenever possible. Cluster I (Clark, Crawford, Dubois, Floyd, Gibson, Harrison, Orange, Perry, Pike, Posey, Scott, Spencer, Vanderburgh, Warrick and Washington Counties. Cluster F: (Clay, Daviess, Greene, Knox, Martin, Owen, Parke, Putnam, Sullivan, Vermillion, and Vigo Counties.)
17. Maintain confidentiality of all employee and consumer information that you may have access to.

18. Act responsibly with purchasing authority, ensuring that expenditures are for agency use and appropriate approval has been obtained prior to purchase.
19. Comply with all BRS policies and procedures.
20. Attend out-of-town training which may require overnight stay.
21. Participate in in-service training designed to maintain and improve job skills.
22. Assist in maintaining a clean, safe work environment.
23. Other duties as assigned.

The **SPOE Supervisor** works under the direct supervision of the Family Services Director who may add to or elaborate on the above list if deemed appropriate.

Direct Supervisor Name: _____

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Signature

Date

Printed Name

Blue River Services, Inc. is an Equal Opportunity Employer

1/06

R/R: 1/06, 5/06, Vacant 9/06 (Written into First Steps Manager), Reinstated 2/11, 5/11, 5/12, 7/12, 5/13, 5/14, 7/14, 5/15, 9/15, 5/16, 5/17, 5/18nc, 8/19, 7/2020nc, 8/2020, 5/2021nc, 5/2022