

## **Children's Integrated Services Regional Intake Coordinator Job Duties**

The host agency will:

- employ and host the Children's Integrated Services Regional Intake Coordinator.
- provide the financial management for CIS Regional Intake Coordinator, including payment of salary and benefits and payment of bills,
- provide office space and support such as meeting space, phone and computer services. Regional offices may be located in the host agency's satellite offices or other space negotiated by the host agency.
- provide support, supervision including evaluation of Coordinator performance, and technical assistance in collaboration with the State's CIS Team regarding the CIS Coordinator Basic functions
- will be a Subrecipient of federal ARRA Part C of IDEA funds and as such be responsible to report all necessary information as requested by the State

The Regional CIS Team will have an active role in the hiring of the regional position.

The State CIS Team will provide technical assistance, training and over-site to the regional team(s) as requested.

### **CIS COORDINATOR BASIC FUNCTIONS:**

- Centralized intake, clinical coordination as needed, and data collection for referrals to early intervention, maternal child health, family support, nursing, and mental health services for pregnant women and children birth to six.
- Leadership of a small, multi-disciplinary Regional CIS Intake Team.
- Facilitation of the development, implementation, and evaluation of the region's CIS plan to ensure families get needed services in an effective and efficient manner.
- The CIS Intake Coordinator serves as a liaison between the State and Regional CIS Teams.

### **CHARACTERISTICS AND RESPONSIBILITIES:**

#### Systems Development

- Facilitates development, implementation and evaluation of the region's CIS plan. Promotes a shared vision for the integration of services for children and their families and assists with the development of CIS Regional Team roles and responsibilities that include a cross-disciplinary team (or peer) perspective.
- Assists with the development and management of a CIS regional system for shared intakes, referrals, and on-going plan reviews. Assures that the system upholds confidentiality/informed consent and parental rights.
- Along with the CIS Regional Team, conducts outreach to community services, develops outreach materials as needed and acts as a link to "Vermont 2-1-1" (hotline for information about health and human service organizations in each community).

- Coordinates with other community teams to include, but not limited to, Local Interagency Team (LIT), Child Protection Teams (CPT), Community Response Team (CRT), etc. Serves as a member of Child Care Resource's Family Support Team.

### Service Delivery

- Triage and reviews intakes / referrals to determine the need for further assessment and/or assistance. Complete intake / referral paperwork for all direct referrals from families.
- Coordinates the CIS Intake Team. Schedules, develops agenda, and facilitates Team meetings. Insures timely review of intakes and referrals for assessment.

### Shared Professional Development

- Participates in CIS professional development efforts for prevention and early intervention service providers.
- Identifies relevant training needs and opportunities for CIS service providers.
- Provides relevant resources and guidance for CIS Team members.
- Participation in monthly Technical Assistance calls sponsored by the state CIS team.

### Continuous Quality Improvement: Child, Family and Systems Outcomes

- Review local demographics and population trends. Monitors access to services and service outcomes.
- With CIS Regional Team, reviews program performance standards, clinical competencies and best practices to promote population health and improved family outcomes.
- Promote equitable distribution of CIS resources to meet early childhood population needs.

### QUALIFICATIONS:

- Bachelors degree in a human services related field
- 3 years (early intervention) experience with young children and their families
- Detailed knowledge of local region's network of maternal early childhood supports and services
- General understanding of funding related to early childhood supports and services
- 2 years supervisory experience
- Demonstrated leadership in systems development and/or systems change
- General computer proficiency
- Work with local and regional early childhood CIS partners in the development and over-site of a local intake team