



**Public Health**  
Prevent. Promote. Protect.  
**Greene County**

## **Greene County Public Health**

*Melissa Howell, MS, MBA, MPH, RN, RS, Health Commissioner*  
*Kevin L. Sharrett, MD, Medical Director*

### **SERVICE COORDINATOR**

Department: Early Intervention  
Type: Full time (35 hours/week), hourly, non- exempt  
Date Posted: Friday, August 2, 2019  
Rate: \$15.28 - \$26.32/hour  
Application Deadline: Friday, August 16, 2019  
Probationary Period: 180 days

#### **Job Duties:**

Successful candidate will work with families in their natural environment (either home or community) to coordinate developmental evaluations for children ages 0-3. Will conduct family assessments, develop Individual Family Service Plans (IFSP), assist families in meeting their individual needs as identified in the IFSP, and ensure Early Intervention services are delivered in accordance with the child's IFSP. Will be required to maintain child files in accordance with program guidelines, document all activities, develop and maintain relationships with Early Intervention providers and work with families to provide increased parent knowledge of child development, and/or home intervention services. Will provide home visits and coordinate services to the family and become a major support for the parent(s). All health district employees have an emergency response role and may be expected to respond to threats to the public's health in accordance with the Greene County Public Health Emergency Response Plan.

#### **Minimum Qualifications:**

Associate Degree in Department of Development Disabilities (DODD) approved program for working with infants or toddlers, or children with disabilities; valid driver's license, and basic clerical and computer skills required.

#### **Work Schedule:**

Monday through Friday 8:00 a.m. – 4:00 p.m., with one-hour unpaid lunch. Evenings as needed.

#### **Benefits:**

Greene County Public Health offers vacation, holidays, personal leave, sick leave, tuition reimbursement, EyeMed vision, Superior Dental Care, United HealthCare life and medical, Ohio Public Employees Retirement

360 Wilson Drive • Xenia, Ohio 45385  
(937) 374-5600 • toll free (866) 858-3588 • Fax (937) 374-5675  
[www.gcph.info](http://www.gcph.info)



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System (OPERS), County Commissioners Association of Ohio Deferred Compensation and Ohio Deferred Compensation.

### Contact Information:

For general questions regarding the position, please contact:

Susan Martin, Executive Assistant

(937) 374-5631

[smartin@gcph.info](mailto:smartin@gcph.info)

To be considered for this position, please submit application or resume and cover letter by 4 p.m., Friday, August 16, 2019, to:

- Health Commissioner
- Greene County Public Health
- 360 Wilson Drive
- Xenia, Ohio 45385
- [smartin@gcph.info](mailto:smartin@gcph.info)
- (937) 374-5699 fax

### Additional Information:

Applicants will be selected for interviews based on qualifications and the quality of resumes and cover letters. Successful applicants must complete a criminal background check.

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