

System Point of Entry (SPOE) Service Coordinator

**Principal Purpose of Position:** The SPOE Service Coordinator ensures that children receive timely referral, evaluation/assessment and eligibility determination through the New Jersey Early Intervention System (NJEIS)

**Criteria/Qualifications:**

**SPOE Service Coordinator** - Must meet one of the NJEIS Personnel Standards. Visit <http://nj.gov/health/fhs/eis/index.shtml> and click Provider/Practitioner tab to view the NJEIS Personnel Standards.

**Salary Range:** Commensurate with experience. Salary range is determined by the New Jersey Department of Health.

**Specific Skills:**

- Knowledge of Part C of the Individuals with Disabilities Education Act (IDEA);
- Ensure that timelines are being met according to the DOH criteria;
- Procedural Safeguards - Inform families of the differences in the rights, entitlements, rules, regulations, and funding between Part C and Part B of IDEA;
- Demonstrate knowledge of family centered philosophy;
- Maintain confidentiality, obtain informed consent and explain the family's rights to confidentiality throughout their enrollment in early intervention.
- Ability to work effectively with families;
- Ability to communicate effectively both verbally and in writing;
- Effective interview skills;
- Ability to work with diverse populations and demonstration of cultural competence;
- Demonstrates sensitivity, knowledge and an understanding of the challenges families face with a child with disabilities;
- Ability to manage multiple tasks simultaneously;
- Ability to maintain accurate, legible and complete documentation;
- Good problem-solving skills;
- Computer skills (Microsoft Word, Excel);
- Willingness and ability to work as a team member within early intervention system;
- Service Coordinator will receive direct supervision and support from the SPOE Supervisor. The scope of responsibility and amount of direct supervision may vary depending upon the educational and experiential background of the candidate.
- Bilingual preferred.

**Interested Candidates:**

Interested candidates should **email** a cover letter, resume and salary requirements to Kim Ferenci, Office Manager: [kimf@snjreic.org](mailto:kimf@snjreic.org)

**Deadline for Submission: Friday April 20, 2018**