

1st Kids, Inc.
JOB DESCRIPTION

POSITION: Assessment Team Contractor

SUMMARY OF GENERAL FUNCTIONS: An Assessment Team member for First Steps provides comprehensive initial and annual assessments for children enrolling into early intervention services and reviews of current services and development for children enrolled in early intervention services.

LOCATION: Child's Residence and Home

QUALIFICATIONS: The Assessment Team member will have a qualifying degree and/or license based on his/her discipline and will meet entry level personnel requirements required by the state. S/he will have a valid Indiana drivers' license. Candidates must be in good standing with the State.

JOB RESPONSIBILITIES: The Assessment Team member is responsible to:

1. Capture a complete picture of the child's developmental status across five domains, including strengths of the child and the priorities of the family with the state approved tool.
2. Collaborate with the multidisciplinary team to support determining eligibility for the First Steps program and the need for services, as defined by State policy.
3. Collect existing information about the child and family, conduct assessment activities necessary to plan for and develop the initial IFSP.
4. Assuring that changes to the IFSP, including increase or decrease in frequency/duration, addition or termination of services, and service location changes are based on the developmental needs of the child and priorities of the family.

ABILITIES: The Assessment Team member will be able to:

1. Relate comfortably, sensitively and respectfully to families and children and all potential program consumers.
2. Take responsibility for Assessment Team activities.
3. Work effectively as part of a multi-member, multi-county, multi-disciplinary team.
4. Work in conjunction with fellow Assessment Team members, Intake Coordinators, Service Coordinators, Service Coordinator Supervisors, Director, Ongoing Therapists and support staff in the day to day operations of the SPOE.
5. Maintain confidentiality in matters related to children and their families.

Employee signature

Date