

**Job Title:** Early Interventionist II  
**Reports to:** President / CEO  
**FLSA Status:** Non-Exempt



### **Early Interventionist II**

**Summary:** The Early Interventionist II is responsible for addressing the concerns and needs of children who are at-risk for developmental delays in our community. The role includes providing support and guidance to the infant and their caregiver to help the child make appropriate developmental gains.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provide in-home, early intervention services within the policy of Achievement Academy and our funding guidelines
- Make initial contact with families who have been referred to Birth to Three to begin the intake process
- Conduct pre and post tests along with regular evaluations, utilizing the Hawaii Early Learning Protocol
- Participate in hospital visits at the Lakeland and Winter Haven NICU departments to introduce families to our program prior to discharge
- Conduct screening and provide written evaluation of each child in all developmental areas unless covered by a therapist's evaluation
- Serve as Birth to Three primary service coordinator during and following FSP meeting for clients, and present developmental assessment results
- Develop IEP based on developmental evaluation and interpret program plan with short term and long-term goals
- Instruct parents in an ongoing format on how to achieve short term goals
- Keep client files current in regards to attendance, progress, special concerns, equipment, and updated screenings
- Carry out regularly scheduled visits, ideally seeing each child (2) times per month.
- Manage the scheduling of all home visits for individual case load
- Document and report any unusual situations or accidents observed during home or clinical visit as appropriate
- Participate in parent meetings and parent coaching classes as requested
- Maintain and submit monthly attendance records and travel logs
- Participate in Birth to Three monthly team meetings
- Complete other job-related duties as assigned.

#### **QUALIFICATIONS:**

- Strong knowledge in the field of child development and parent training
- Affinity for working with children and their families
- Understanding of appropriate developmental milestones
- Exemplary judgment
- Excellent interpersonal skills and the ability to connect with families in a variety of settings
- Exceptional written and verbal communication skills
- Attention to detail as it relates to documenting each child's progress and maintaining files
- Ability to maintain strict confidentiality
- Ability to work in the interdisciplinary approach

- Valid driver's license and reliable transportation to visit families throughout Polk County

**EDUCATION & EXPERIENCE:**

- College degree in area of early childhood development; Infant Toddler Development Specialist certification is a plus
- Capable of working in the interdisciplinary approach
- Bilingual skills a plus

**PHYSICAL DEMANDS:**

The employee must occasionally lift and/or move up to 35 lbs. The duties require regular sitting and standing. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK SCHEDULE:**

Monday through Friday, 8:00 a.m. to 5:00 p.m. (some flexibility required) and is a year-round position with an adjusted summer schedule.

**ACKNOWLEDGEMENT:**

The company has reviewed this job description to ensure that essential functions and basic duties have been included. We reserve the right to change it at our sole discretion at any time and without any advance notice. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

**Reviewed and received by:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Distributed by:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date