

Our Mission: To Inspire Children, Empower Families and Build Stronger Communities

## EARLY INTERVENTION SERVICES – Program Supervisor

**POSITION SUMMARY:** The Program Supervisor is responsible for providing guidance, training, coaching and supervision of staff in pre-identified center based and/or home based programs that provide direct early intervention services to children birth to 3 years old and their families. In addition to providing direct early intervention services, she/he provides direction and coordination for the planning, implementation, and evaluation of services to ensure that they meet the special needs of individual children and families.

### PRIMARY RESPONSIBILITIES:

- Ensures quality of services to all children with special needs served by Kidango
- Provides direct support/ early intervention services to children referred from local regional centers in a natural inclusive based classroom or home based environment
- Administers required screenings and assessments in accordance with regional center mandates and internal Kidango infant/toddler classroom screenings and assessment requirements
- Conducts monthly internal audit reviews to ensure proper maintenance of client charts
- Provides local regional centers with written assessments and reports as required
- Conducts monthly home visits to clients between the ages of 0 and 3 residing in specified counties
- Maintains a case load of home-based clients between the ages of 0-3 residing in specified counties
- Takes part in weekly reflective supervision sessions
- Facilitates weekly reflective supervision sessions with direct reports.
- Facilitates bi-weekly team reflective supervision meetings
- Works closely with early childhood classroom educators to provide inclusive based programming for children with special needs.
- Provides information and support to families
- Communicates and participates in outside meetings related to caseload as needed
- Provides information and guidance to the EIS team regarding philosophy and methods for successful early intervention
- Provides information to prospective EIS families during the referral process
- Works to meet child and family goals and needs in coordination with other agencies, organizations, and the medical community
- Lead EIS team to successfully meet the individual goals of children
- Provide training for EIS staff as needed
- Maintain appropriate records and files as necessary to account for delivery services
- Maintain confidentiality of children, families, and staff

### POSITION QUALIFICATIONS/REQUIREMENTS:

- Licensed Occupational Therapist, Physical Therapist, Speech Therapist or Master's degree or higher in early childhood special education or closely related field related to child focused specialty
- 3+ years' experience in the field of special education and early intervention
- Knowledgeable of Relationship-based practice and reflective practice approaches for working with children, parents, and staff
- Ability to provide staff training, supervision and planning
- Ability to work with a diversity of parents, staff and community
- Ability to provide leadership, accept responsibility, work independently and set own goals in a professional manner
- Ability to work on a variety of tasks simultaneously and able to work a flexible schedule, including some evenings and weekends

- Prefer Bilingual- Spanish, Asian/ Asian Indian languages is a plus

#### **COMPANY WIDE JOB REQUIREMENTS:**

- Must pass a health screening and TB test
- Must pass background fingerprint clearance
- Valid Driver License
- Must be 18 years or older

#### **ADMINISTRATIVE WIDE DEMANDS:**

Job duties will be performed in an office environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This is largely a sedentary role; however the need for some walking and standing will be required
- The ability to lift up to 20lbs may be needed during some job duties
- The employee will be required to use hands for computer work, answering phones calls...etc.

#### **EDUCATION WIDE PHYSICAL DEMANDS:**

Job duties will be performed in a school environment and the physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

- This role will require long periods of standing and walking
- The ability to lift, push, pull, carry, and/or move up 30lbs

**\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions**

**HOW TO APPLY:** To apply for this position please complete an application at <https://www.kidango.org/Careers>

You may submit your resume along with an application. Please note that you are not considered an applicant until you have completed an application for employment.