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**JOB DESCRIPTION – Early Intervention Developer**

**POSITION IDENTIFICATION:**

**Functional Title:** Early Intervention Developer

**Supervisor:** Early Intervention Services Manager

**FLSA Status:** Non Exempt

**Grade(s):** 6-7

**POSITION SUMMARY:**

The **Early Intervention Developer (EID)** position is responsible for development of the Family Outreach referral sources for early intervention services. The position is responsible for building systems that will sustain steady referrals for early intervention services; enhances public awareness of services, enhances social media platforms, expands referral sources and promotes community engagement. The position is temporary and reports to the Early Intervention Services Manager.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Identifies and engages with social media platforms to increase EI awareness and referrals.
2. Provides educational and agency program information, schedules presentations at community events, organizes meetings, and promotes public awareness via social media.
3. Enhances referral sources and documents ways to engage new contacts for follow up.
4. Attends in-service training sessions, conferences, workshops, and agency meetings as requested.
5. Coordinate with other Family Outreach staff providing EI Services.
6. Participates in Family Outreach public relations activities, which may include giving presentations and distributing information to foster care programs and provide similar support systems for the Supported Employment Programs and maintain outside agency contacts. Provides information about Family Outreach services at community events related to supported employment issues that includes but is not limited to: developing written materials, poster boards, PowerPoint presentations, and other visual displays.

**KNOWLEDGE, SKILLS, & ABILITIES:**

The position requires: a general knowledge of the principles and practices of social work, social media, developmental disability intervention programs, special education, early intervention, state and federal policies, legislative processes, rules and regulations; technical writing skills; interpersonal communication skills; as well as a strong knowledge of Family Outreach services needs and operations.

The position requires skill in the operation of general office equipment, social media, and public relations, accurately processing forms, and organizing and prioritizing work.

The position requires skill in analyzing problems and developing creative solutions; and in the operation of a personal computer including typical business applications (word processing, web pages, internet explorer, Google), and all other forms of social media. The position requires strong written and verbal communication skills.

The position requires the ability to plan, organize, and direct work and evaluate results and alternative strategies; quickly and accurately analyze complicated information and make sound judgments; work independently; earn, apply, and communicate policies and procedures; communicate and perform effectively and diplomatically with personal contacts; be flexible and adapt to change; maintain effective working relationships with others; to use computers; adapt to changes in technology; and use standard office equipment.

**QUALIFICATION REQUIREMENTS:**

* Requires an associate’s degree in communications, social media, or marketing. Degrees in other areas of study with appropriate work experience will be considered. A combination of education and experience equivalent to the required degree may also be considered.
* Valid MT driver’s license or the ability to obtain a license within one month of hire.
* Access to a reliable vehicle.
* Successfully complete a background check.

Family Outreach may conduct annual reviews of employee’s driving records and criminal background checks. All staff is required to report any changes in the status of either of these areas. \*Failure to do so could result in disciplinary action up to and including termination of your employment. These incidents are to be reported through your chain of command.

**REPORTING REQUIREMENTS:**

The position is supervised by the Early Intervention Services Manager. Assignments are covered by established policy; procedures, precedents as well as industry standards and employee are responsible for choosing the appropriate procedure or protocols from a number of alternatives, for planning and executing work sequences, and for solving routine problems. The supervisor or users of the work product are typically available to provide technical assistance and may review the work product upon completion. Work is performed according to Policies and Procedures established by the Family Outreach Board of Directors and the State of Montana.

**PERSONNEL MANAGEMENT:**

This is a non-supervisory position. The position coordinates with the Program Managers Early Intervention Services as well as the IT services manager

**WORK RELATIONSHIPS/PERSONAL CONTACTS:**

The position is the primary point of contact for public information requests regarding services, public relations and community education. The position involves contact with agency staff to relay information regarding potential referrals and coordinates requests for public presentations regarding Family Outreach and its services.

**WORKING CONDITIONS:**

Work is performed in a normal office environment and work from home. The position may involve overtime, evening and weekend work during peak workloads. The position involves physical demands associated with working on a computer, communicating over the phone and in person, light lifting and filing, and frequent travel by auto.

# APPROVAL AND DATE:

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I HAVE REVIEWED THE POSITION PROFILE FOR **EARLY INTERVENTION DEVELOPMENT** AND I ACKNOWLEDGE THAT I KNOW AND UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS AN EMPLOYEE OF FAMILY OUTREACH INC.

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| Signature |  | Date |
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| Print Name, First & Last |  | Title |

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