

JOB DESCRIPTION

POSITION TITLE: B-2 Case Manager

REPORTS TO: CDS Regional Site Director

SUMMARY DESCRIPTION:

A B-2 Case Manager acts as a CDS site point-of-contact; communicates program information to parents; assists and enables children birth through two to access services authorized under Maine's early intervention system. They work as a part of a team to meet the requirements of the Individuals with Disabilities Education Act of 2004 (IDEA) for Part C and Maine Unified special Education regulations, Chapter 101. This individual does not have written authorization to commit the agency's funds for Part C.

REPRESENTATIVE TASKS include, but are not limited to:

Parent Communication

- Establishes effective rapport with parents.
- Communicates program information to parents.
- Ensures that the Child Find process is explained to parents.
- Ensures that parents receive answers to their questions.
- Ensures that parents receive accurate explanation of the results of the child's screening/assessment.

Intake and Screening

- Reviews referrals and performs pre-assessment activities.
- Performs initial intake and screening of children by using screening tools and personal observation (as determined by the site director).
- Coordinates with medical and health providers
- Refers for evaluation and/or reviews other options (i.e. not referring for evaluation, using existing reports, etc.) with parents

Evaluation and Assessment

- Ensures that intake information is collected and elicits relevant additional information from parents and team members.
- Ensures that the team is adequately prepared for evaluation and assessment activities.
- Collects PCP (Primary Care Provider) referrals and prescriptions for evaluations and assessment, as appropriate.
- Conducts observations in the child's natural environment (Part C).
- Gathers and reviews documentation specific to the child's developmental history.

IFSP Team

- Ensures that screening and assessment findings are reported to, and understood by the team.
- Facilitates and ensures the development, review and evaluation of each child's Individual Family Service Plan (IFSP) .
- Informs parents of the protections under the procedural safeguards of the Maine Special Education regulations.
- Assists with the development of a transition plan to preschool as appropriate.
- May have written authorization to commit agency funds
- Ensures parent input into IFSP creation process.

Coordination of Services

- Facilitates/coordinates services across agency lines.
- Serves as the single point of contact within the CDS system in helping parents to obtain the services and assistance they need.
- Assists parents in gaining access to the early intervention services identified in the IFSP.
- Facilitates, coordinates and monitors the timely delivery of available services.

Recordkeeping, IFSP Writing, and Other Documentation

- Ensures that a complete IFSP is developed.
- Documents that children are served in their natural environment.
- Ensures that communication (i.e. personal contacts, e-mail, letters, phone calls, etc.) is documented as it occurs.
- Maintains documentation appropriate to procedural safeguards under IDEA 2004 and Chapter 101.
- Ensures that screening summaries, evaluations and observations are documented.
- Provides information for, or completes data entry and electronic documentation tasks necessary to meet CDS and Department requirements.

Other

- Performs any other appropriate duties as assigned by the site director

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Special Education, Child Development, Early Education, or an equivalent area of study. ;or
- Meets the standards on the B-2 Case Manager Experience Rubric.
- Successful background, criminal records, fingerprinting and reference checks.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Bachelors Degree in an appropriate field of study.
- Working knowledge of child development, disabilities, family systems, and natural environments
- Demonstrated knowledge and understanding about-Infants and toddlers who are eligible under Part C of IDEA 2004 and Maine Regulations Chapter 101
- Knowledge of the nature and scope of services available under the State's early intervention program
- Ability to interact with a wide variety of people
- Ability to coordinate individual and group services in a variety of settings and models
- Ability to effectively communicate, orally and in writing
- Ability to maintain composure in stressful situations
- Ability to establish an effective rapport relationship with children and parents
- Ability to work collaboratively as a member of an early childhood team
- Ability to travel to a variety of locations