

Sacramento County Office of Education Job Description

Classification Title: Infant Development Intake Specialist

DEFINITION

Under general supervision, coordinates and provides support to families through the referral and intake process for the Infant Development Program; provides educational and community resources to families with infants and toddlers with special needs; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Program Support

Coordinates the referral and intake process for the Infant Development Program (IDP); provides resource information and assistance to families with infants and toddlers with special needs; communicates with outside agencies and staff; answers telephones and responds to emails; enters and maintains referral and intake information using a database; processes referrals including preparing intake and initial assessment packets for IDP team; contacts parents of referred students and provides information regarding the infant development programs and the intake and assessment process; documents family's concerns, priorities, and resources and communicates available resources; coordinates transfer of services for eligible students moving to Sacramento County; conducts informational presentations and in-service trainings to community based organizations and outside agencies regarding the referral and intake process, and the Infant Development Program; attends various meetings and trainings as assigned; provides program support for team and staff as part of a transdisciplinary team; maintains cooperative working relationships with staff, families, and outside agencies.

Documentation/Records Maintenance

Creates and maintains a database for efficient collection and retrieval of student and program information for staff and outside agencies; assembles and prepares assessment folders for staff; assists in tracking enrollment and monitoring timelines to meet federal and state guidelines; completes various forms and reports; maintains confidentiality of children and families in the program; prepares and sends emails, letters, and resource materials to parents; requests information from outside agencies providing services to families.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience which demonstrates the ability to perform the duties as described; experience working with young children who have developmental disabilities or delays is desired; preference may be given to those persons with previous experience in an infant development or similar program.

Knowledge of

Principles of child development and developmental disabilities; community resources for families of infants and toddlers with special needs; standard clerical procedures and filing systems; interpersonal skills using

tact, patience, and courtesy; database management systems; experience in FileMaker Pro highly desired; English grammar, punctuation, and spelling; proper telephone techniques; standard software applications including videoconferencing platforms.

Skill and Ability to

Communicate effectively in oral and written form with parents, staff, and outside agencies from various cultural and socioeconomic backgrounds; ability to show empathy in sensitive situations; maintain cultural awareness and sensitivity; train outside organizations and agencies on the referral and intake process; work cooperatively and effectively with individuals and groups; utilize time management techniques to organize and prioritize work; work with minimal supervision; remain flexible and adapt to changing program needs; operate standard office equipment; create and maintain a database and filing system; prepare reports, forms, letters, and other related materials; follow instructions; read, interpret, and apply rules, laws, and procedures.

Revision approved by Personnel Commission 8/9/2022

Revision approved by Personnel Commission 4/9/2019

Revision approved by Personnel Commission 9/8/15

Revision approved by Personnel Commission 7/17/12

Revision approved by Personnel Commission 6/9/09

Revision approved by Personnel Commission 4/11/06 (Formerly Intake Specialist)

Approved by Personnel Commission 9/12/2000