

# **Sacramento County Office of Education Job Description**

## **Classification Title: Infant Development Intake Specialist**

### **DEFINITION**

Under supervision of Administrator and direction of the Program Specialist, 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/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/toddlers with special needs; communicates with outside agencies and staff; answers telephones and responds to emails; enters and maintains referral/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/assessment process; documents family's concerns, priorities, and resources available; 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/intake process, and the Infant Development Program; attends various meetings and trainings as assigned; provides program support for team/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/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.

**Skill and Ability to**

Communicate effectively in oral and written form with parents, staff, and outside agencies; ability to show empathy in sensitive situations; maintain cultural awareness and sensitivity; train outside organizations and agencies on the referral/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 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