

Southern Tier Independence Center
Job Description

Position: Early Childhood Direction Center (ECDC) Project Director
Hours: 40/hours per week with excellent benefits

Qualifications

- Master's Degree in Human Services, Education, Social Work or related field (e.g. psychology, counseling, Speech and Language Pathology), mandatory.
- Three years experience working with parents of children with disabilities in a public or private school and/or community service/agency settings mandatory.
- Extensive knowledge of disability-related laws and regulations; government benefit programs, special education, IDEA, preschool and other programs and services serving children with disabilities birth to age five in a multi-county region.
- Extensive knowledge of various physical, developmental, cognitive and other disabilities.
- Able to work a flexible schedule (including some early mornings, evenings and weekends).
- Excellent communication, organization, writing and computer skills.
- Strong belief in integrating adults and children with all disabilities into all aspects of the community and commitment to providing services in the least restrictive environment (LRE).
- Willingness to learn sign language.

Responsibilities

- Extensive travel in a multi-county service area.
- Outreach to families, professionals, schools, etc. in the region to inform them about ECDC services.
- Provide comprehensive neutral information and referral to parents, professionals, educators, etc. on a wide variety of issues.
- Collaborate with other ECDC staff around specific goals of yearly work-plan, training responsibilities, and training calendar.
- Provide training to parents, professionals, educators and others on a wide variety of disability and early childhood issues.
- Assist families to apply for programs/services/benefits, in understanding/negotiating the EI, CPSE and/or CSE processes, and provide advocacy to ensure they receive needed services.
- Advocate for changes/enhancements to the service system for children with disabilities birth to age five, including an increase in inclusive preschool, daycare, and other programs.
- Serve as liaison to other community agencies, schools, VESID's LSN and SEQA units.
- Assist with disseminating satisfaction surveys to families, school programs, and other agencies, and in compiling results.
- Assist with maintaining the resource library and ECDC email list.
- Collect required statistical data and prepare and submit quarterly reports.
- Other duties necessary to achieve the activities and goals outlined in the workplan.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to race, color, disability, religion, sexual orientation, gender, national origin, age or veteran status.