

The Region 9 Interagency Early Intervention Committee (IEIC) is seeking a self-directed, motivated individual to assist with IEIC duties. The IEIC is a group of school districts or special education cooperatives, in cooperation with the health and human service agencies located in the county or counties in which the districts or cooperatives are located. This position is 6-10 hours/month; flexible PT hours.

The mission of the IEIC is:

(1) to develop public awareness systems designed to inform potential recipient families, especially parents with premature infants, or infants with other physical risk factors associated with learning or development complications, of available programs and services;

(2) to reduce families' need for future services, and especially parents with premature infants, or infants with other physical risk factors associated with learning or development complications, implement interagency child find systems designed to actively seek out, identify, and refer infants and young children with, or at risk of, disabilities, including a child under the age of three who: (i) is the subject of a substantiated case of abuse or neglect or (ii) is identified as directly affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure;

(3) implement a process for assuring that services involve cooperating agencies at all steps leading to individualized programs;

(4) identify the current services and funding being provided within the community for children with disabilities under age five and their families; and

(5) develop a plan for the allocation and expenditure of federal early intervention funds under United States Code, title 20, section 1471 et seq. (Part C, Public Law 108-446) and United States Code, title 20, section 631, et seq. (Chapter I, Public Law 89-313).

An annual work plan is created in the Spring of the year and submitted to MDE. The Facilitator would work with the committee to accomplish the goals set forth.

The candidate would be asked to complete the following duties:

- 1.) Attend the State and Regional meetings relevant to the work of the Region 9 IEIC
  - a. Build and maintain relationship with local leaders, regional leaders, state leaders
  - b. Coordinate interagency partnerships
- 2.) Facilitate the IEIC meetings;
  - a. Occurring 5 times per year (second Wednesday of the months September, November, January, March, May) from 12-2pm.
  - b. Prepare agenda items and send to committee members.
  - c. Share outcomes of the State and Regional meetings to the IEIC membership
  - d. Assure minutes are completed and sent to members.
- 3.) Coordinate child-find activities across the region
  - a. meet with leaders in each area of the region to identify events appropriate for Help Me Grow (HMG) outreach.
  - b. organize staffing for child-find activities as directed by the IEIC.

- 4.) Reach out to the following organizations to explain HMG, the referral process and the services available to families including arranging delivery of HMG materials and/or create presentations to groups
  - a. medical providers
  - b. mental health providers
  - c. childcare providers - in home, centers, and private preschools.
  
- 5.) Coordinate marketing efforts as directed by the IEIC.
  - a. place ads in newspapers or flyers.
  - b. social media - connect with Risdall.
  - c. work with the subcommittee and River Bend Education District on inventory and ordering of HMG materials.

EDUCATION AND EXPERIENCE: Open to the right candidate with a background in education, social work, marketing or other related fields.

KNOWLEDGE AND SKILLS AND ABILITIES:

1. Willingness to acquire knowledge of Help Me Grow, as well as the identification process and services available for eligible children and their families
2. Ability to progress the IEIC towards achieving the goals of the organization and build new goals for future years.
3. Effectively communicate through multiple means of communication (distance technology, email, phone, in-person, etc.)
4. High ability to organize and delegate responsibilities as well as adhere to a budget.

Reports to : IEIC committee