

"Assisting family successes through excellence in comprehensive early education and developmental services."

Job Title: Inclusion Consultant		Exempt
Grade Level: G-8	Division: Contract Care - CCMS	Non-Exempt
SALARY: Minimum \$14.50/hour	Midpoint - \$18.00/hour	Maximum -\$22.95/hour

Minimum Requirements:

- Bachelor's degree from an accredited college or university with major work in Child Development, Early Childhood Education or other closely related field.
- Minimum of at least six college credit hours in Special Education or related field. (Ninety-six (96) contact hours of documented training in Special Education or related field may be substituted for the six college semester hours required.)
- One year full-time experience in direct delivery of services to children with disabilities, which may include direct services, counseling, advocacy or volunteer work.
- Computer proficiency required.
- Good written and verbal communication skills.

Physical Requirements

The physical requirements for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent sitting;
- Repetitive use of hands; reaching and turning;
- Ability to lift up to 25 pounds; light lifting of supplies and materials;
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Responsibilities:

- Oversee CCMS services to children with disabilities as per required policies.
- Responsible for obtaining documentation sources of evidence of disabilities.
- Determine eligibility within CCMS guidelines.
- Responsible for educating parents regarding services, disabilities, and available resources.
- Authorize care per parent's request at facilities.
- Responsible for assessing parent fees for families.
- Develop and implement Inclusion Plan within required time frames and according to required policies.
- Responsible for evaluating adaptive equipment needs.
- Assessing need for inclusion assistance rates.
- Responsible for monitoring services to children with disabilities with on-site visits as required.
- Responsible for providing technical support to CCMS providers in regards to serving children with disabilities.
- Responsible for following Rules of Confidentiality.

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- Coordinate with all appropriate staff and/or agencies in obtaining needed services for each child.
- Responsible for providing support in areas of CwD training, newsletter, brochures.
- Other duties as assigned.

Preferred Skills:

- Bilingual abilities preferred.
- Access to insured and reliable transportation.

BENEFITS PACKAGE INCLUDES:

Child Care Associates offers a competitive benefits package that is provided to all fulltime employees that include health, dental and life insurance coverage. Additional voluntary benefits are offered to all fulltime employees in addition to the core benefits package.

After completing one (1) year of service, the company contributes 4% of the employee's earnings to the 403(b) retirement plan. If the employee also elects to make a contribution to the plan, Child Care Associates will match half (50%) of the employee's contribution up to 2% of base salary.

Child Care Associates provides other benefits, which are outlined in the Staff Handbook, such as paid holidays, paid time off (PTO), as well as a Service Recognition Program.

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ACKNOWLEDGEMENT:

I have received a copy of my job description. My signature below acknowledges that I understand the requirements and expectations for this position.

Employee (Print) _____

Employee Signature _____

Date _____