



**Administration**

17421 Telegraph Rd.  
Detroit, MI 48219  
Phone: (313) 255-0900  
Fax: (313) 255-3465

**Access Department**

17321 Telegraph Rd.  
Detroit, MI 48219  
Phone: (313) 531-2500  
Fax: (313) 255-3589

**North Central Office**

**Adult and Child Services**

17141 Ryan Rd.  
Detroit, MI 48212  
Phone: (313) 733-4860  
Fax: (313) 826-0565

**Adult Behavioral**

**Health Services**

24424 W. McNichols Rd.  
Detroit, MI 48219  
Phone: (313) 531-2500  
Fax: (313) 255-1795

**New Directions Clubhouse**

24430 W. McNichols Rd.  
Detroit, MI 48219  
Phone: (313) 531-0738  
Fax: (313) 794-2595

**P.A.T.H.**

24424 W. McNichols Rd.  
Detroit, MI 48219  
Phone: (313) 531-2500  
Fax: (313) 255-1905  
15400 W. McNichols Rd.  
Detroit, MI 48235  
Phone: (313) 397-1503  
Fax: (313) 397-1604

**Full Circle-DD Services**

17321 Telegraph Rd.  
Detroit, MI 48219  
Phone: (313) 531-2500  
Fax: (313) 255-3594

**Child & Family Services**

17321 Telegraph Rd.  
Detroit, MI 48219  
Phone: (313) 531-2500  
Fax: (313) 255-3594

**Early Childhood Services**

17321 Telegraph Rd.  
Detroit, MI 48219  
Phone: (313) 531-2500  
Fax: (313) 255-3594

**Early Head Start**

19900 Evergreen  
Detroit, MI 48219  
Phone: (313) 977-9550  
Fax: (313) 766-7732

**Family Alliance for Change**

3900 McGraw  
Detroit, MI 48210  
Phone: (313) 895-2860  
Fax: (313) 895-2867

**School Based Services**

17321 Telegraph Rd.  
Detroit, MI 48219  
Phone: (313) 531-2500  
Fax: (313) 255-3594

**POSITION AVAILABLE**

**TITLE:** Early On Family Service Coordinator  
**LOCATION:** Early Childhood & Family Services  
**POSTING DATE:** June 30, 2017  
**DATE OF CLOSING:** Until filled

**GENERAL DESCRIPTION:**

This is a professional full-time position. The person in this position acts as a client advocate for needed community services for children 0-3 years of age and families meeting the Early On criteria. Core elements of this position include (1) assessment, case management, and developmental screening; (2) service plan development; (3) providing developmental interventions; (4) re-assessment and follow-up; (5) monitoring services. Services are provided in the home. The person in this position works independently under the general guidance and supervision of the Early On Coordinator.

**RESPONSIBILITIES AND DUTIES:**

- Timely documentation of all activities and maintaining Early On files according to compliance standards
- Support coping skills in parenting/education regarding developmental delays/disabilities
- Ensure assessments, IFSP, screening and coordination of services between schools, healthcare providers, human services, and mental health
- Assessment, recommendation, linking and coordinating, and evaluation
- Facilitate IFSP meetings
- Act as client advocate
- Provide monthly home visits, developmental interventions and activities for parents & children
- Meet with the Early On Coordinator on a regular basis and attend required trainings
- Other tasks and responsibilities, as assigned

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Early Childhood Development, Social Work or other related field with appropriate State of Michigan licensure
- Early childhood experience and/or knowledge regarding infant/toddler development preferred
- Excellent communication, assessment, and intervention skills
- Valid MI license and vehicle for home visits

**SALARY:** Commensurate with experience

**RESPOND TO:** Rachele M. Howell, MBA, MSW  
Director of Administrative Services  
rhowell@develctrs.org

**EQUAL OPPORTUNITY EMPLOYER**