



Job Title	Disabilities Program Assistant	FLSA Status DOL Status	Non-Exempt Full-time
Program/Department	Early Childhood Services	Supervisor Responsibilities	No
Reports To	Disabilities Manager	CEO Approval Date	October 2021
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year round position.		

Must pass required background check, TB and Physical

POSITION OVERVIEW

The Disabilities Program Assistant supports the Disabilities Manager in identifying and obtaining additional support services for children with developmental delays/disabilities. This position works collaboratively with frontline staff to streamline the referral process for the evaluation of children with potential delays by external agencies in order to determine eligibility for necessary services. This enables ECS program compliance with the Office of Head Start’s requirement of the provision of inclusive, educational services for IDEA-identified children with disabilities.

All employees and volunteers are expected to be sensitive to our clients’ cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Promote, encourage, and display examples of leadership for the agency in accordance with the agency’s mission driven employee first culture.
- Maintain professional integrity, exemplifying the values of, and expected within, the program while promoting the mission of the organization.
- Demonstrate capacity for understanding developmentally appropriate, evidence-based practices.
- Respect the confidential and sensitive nature of the information handled/processed/shared.
- Effectively utilize the Child Plus data system, and any other information-capturing systems necessary, to document on-going Disabilities referrals and services for children enrolled in the ECS program.
- Collaborate with ECS multi-disciplinary team members regarding pertinent information in a timely manner.
- Effectively prioritize delegated projects to accomplish tasks within specified timeframe at a high level of quality and confidentiality.
- Actively engage in and guide the Disabilities referral process.
- Possess and share knowledge of the additional services available for children with potential disabilities, and how children qualify for these services, while understanding the reasoning behind types of referrals made and how the resultant services enhance a child’s development.



- Assist with select Disabilities trainings for staff Professional Development Days and updates.
- Attend and participate in meetings (including PEMs, FCRs, etc.) on behalf of the Disabilities Manager as needed.
- Perform data entry and updating for on-going projects, including but not limited to Child Plus, Excel spreadsheets, the annual PIR (Program Information Report), etc.
- Design and edit drafts of correspondence, reports, forms, charts, memos, and other documents, as needed.
- Attend Early Childhood Services staff meetings and trainings as required.
- Ensure timely records maintenance and reports are pulled accurately and promptly.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor or Executive Team.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's Degree	Bachelor's degree in Psychology, Education, Early Childhood, Social Work, Special Education, or a related field
Experience	One (1) year of experience in Head Start/Early Head Start programs	Experience working with and for children with disabilities within an educational or Head Start/Early Head Start environment
Skills Knowledge Abilities	<p>Understanding of Head Start Performance Standards and state and local childcare license requirements.</p> <p>Excellent command of English language and grammar, both verbal and written.</p> <p>Proficient knowledge of computer operations and applications, including Microsoft, and the ability to master other computer technology/software programs as needed.</p> <p>Good organizational and time management skills.</p> <p>Able to work independently and collaboratively in a team environment.</p> <p>Able to exercise independent judgment based upon program policies and regulations.</p> <p>Able to communicate in a professional manner, demonstrating dignity, respect for our internal, external, and community members.</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p> <p>Willingness to work with high-risk, low-income communities.</p>	<p>Knowledge and understanding of Child Plus</p> <p>Previous knowledge of IDEA law</p> <p>Advanced computer database and Microsoft Office software skills</p> <p>Bilingual Spanish/Englishspeaking</p>



Must be able to work some evenings and weekends as required by the job.

Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.

WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Occasionally must be able to move needed materials weighing up to 25 pounds.

Work Environment

The employee will work in an office environment potentially located within a school setting, and may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic, characteristic to working with children ages 0-5 years.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate
PRINTED Name

Employee / Candidate
Signature

Date: