



Region 10 Low Incidence Projects

801 Frontage Rd. NW

Byron, MN 55920

Christian Wernau

Region 10 Low Incidence Facilitator

<http://region10projects.org>

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JOB DESCRIPTION

Job Title: Region 10 Interagency Early Intervention Committee (IEIC) Coordinator

Division: Region 10 Low Incidence Projects

Reports to: Region 10 Low Incidence Coordinator

Revised: April 11, 2016

SUMMARY: (Brief description summarizing the overall purpose and objectives of the position.)

- The IEIC Coordinator assists the Region 10 IEIC to meet the goals and objectives set by the committee on an annual basis.
- To facilitate the work to meet the Purpose of the committee: Region 10 IEIC will develop and assure the implementation of interagency policies and procedures so that eligible children ages birth to five and their families are identified and have access to appropriate services and supports.
- To facilitate on-going progress to meet the Mission of the Region 10 IEIC: Promoting positive beginnings by identifying and serving eligible children and their families.

ESSENTIAL FUNCTIONS: (Typical tasks but not all inclusive – major duties of the position.)

- Build and maintain relationship with local leaders, regional leaders, state leaders
- Promotes the Outreach for Help Me Grow
- Coordinates interagency partnerships
- Attends the State and Regional meetings relevant to the work of the Region 10 IEIC
- Communicates the outcomes of the State and Regional meetings to the IEIC membership
- Develops and communicates, in partnership with the Chair and Chair Elect, the Region 10 IEIC Annual Plan
- Collaborates with the Regional IEIC sub-committees

KNOWLEDGE AND SKILLS AND ABILITIES: (Minimum competencies for job performance.)

- Comprehensive knowledge of identification and services for eligible children and their families
- Ability to progress the IEIC towards achieving the goals of the organization
- Effectively communicate through multiple means of communication (distance technology, email, phone, in-person, etc.)

EDUCATION AND EXPERIENCE: (Minimum level of education and experience required.)

- Bachelor's Degree in relevant field to serve the Mission and Purpose of the Region 10 IEIC.



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SUPERVISION: (Level of supervision received and supervision exercised/size of group supervised.)

- Work is directed by the Region 10 IEIC
- Work is performed under the supervision of the Region 10 Low Incidence Facilitator
- No supervisory responsibilities

WORKING CONDITIONS: (Physical/sensory requirements and environmental conditions.)

- Serves the Mission and Purpose of the Region 10 IEIC; comprised of interagency partnerships with Health, Education, County Human Services, Early Childhood Family Education Programs, Head Start, Parents Of Young Children With Disabilities Under Age 12, Child Care Resource & Referral, School Readiness Programs, Current Service Providers
- Moderate travel is required
- Distance collaboration is a must
- Work is performed as needed to accomplish the Mission, Purpose and Goals of the Region 10 IEIC.
- Computer and access to tools required to do the job are supplied by the Regional Low Incidence Projects (RLIP's).