

Early Intervention Supervisor Roles and Responsibilities

The Early Intervention Supervisor is a trained and qualified specialist in Early Intervention Services, serving children age birth to five years and their families. The Early Intervention Supervisor has the responsibility of monitoring and assisting Early Interventionists in the provision of Service Coordination and Family Training services and consulting with each Early Interventionist to ensure quality services are being rendered in accordance with all applicable standards. The Early Intervention Supervisor also communicates with the Early Interventionist regarding changes in Service Coordination and Family Training policies and procedures.

Overall roles and responsibilities of Early Intervention Supervisors include:

1. Review a minimum of two files per Early Interventionist per month to ensure quality and compliance with SCDDSN;
2. Contact a minimum of one family per Early Interventionist per month to determine if the needs of the child/family are being met;
3. Attend and document at least one home visit per quarter with each Early Interventionist to ensure quality and compliance with SCDDSN;
4. Assure that services are provided as identified on the IFSP/FSP;
5. Assure that all required training is completed within outlined timeframes. This should include DDSN required training as well as any on the job training. Additionally, required training will be assigned to each Early Interventionist and Early Intervention Supervisor by Team for Early Childhood Solutions (TECS);
6. Consult with agency director or designee on Early Intervention program needs to ensure supports are available to children and families;
7. Complete an annual job performance review for each assigned Early Interventionist based on objective/measurable goals;
8. Assure Service Coordination and Family Training are offered and provided to children during Early Interventionist absences (if the EI is going to be absent more than a month) and/or vacancies. This includes making arrangements with other providers or providing EI services directly;
9. Conduct special circumstance reviews when routine monitoring suggests poor quality of services; and

10. Document the results of the special circumstance reviews and develops with the Early Interventionist an action plan for correcting concerns noted;
11. Submit Early Childhood Outcome information in a timely manner to the Office of Children's Services upon request;
12. Review Part C data reports on a monthly basis to ensure that services have been provided and that data systems are current.

Note: If a contracted provider employs one staff member, they are required to obtain supervision from an outside source.