**EARLY CHILDHOOD CONSULTANT**

**JOB DESCRIPTION**

**Title:** Early Childhood Consultant

**Reports to:** Executive Director of Early Childhood Services

**General Summary**: Under the supervision of the Executive Director of Early Childhood Services, the Early Child Consultant shall promote the development of children, birth to five.

**Specific Duties and Responsibilities:**

1. As a member of the Great Start Team, receive referrals from the Great Start Referral Coordinator.
2. Discuss resources needed and provide a menu of programs and services available within the Great Start System as well as other community programs.
3. Complete screenings (i.e. ASQ, ASQ-SE, M-CHAT-R/F) with parental consent, including explanation of results to the parent. If a parent consents to a developmental screen, ensure that parents know it is their right to request a developmental evaluation at any time.
4. Obtain necessary Authorization to Share and Parental Consent forms as necessary for possible referral to interagency partners.
5. As a family’s Service Coordinator, with parent consent, make necessary referrals to Great Start Agency Partners and send completed screens to the child’s physician. Assist family with necessary paperwork and connect family with an agency point person.
6. Coordinate and conduct multi-disciplinary developmental evaluations.
7. Contribute to multi-disciplinary evaluation reports.
8. Develop and implement Individualized Family Service Plans in the natural environment.
9. Adhere to necessary timelines and maintain accurate documentation to insure compliance.
10. Facilitate parent child activities (such as Play to Learn playgroups, fieldtrips, family fun nights, etc.).