



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Technical Assistance Specialist, Early Intervention
Status: Full Time (35 hours per week), Calendar Year
Grant-funded position, renewable, contingent upon funding
Grade: 9
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Early Intervention Training and Technical Assistance Coordinator & Director, Paul V. Sherlock Center on Disabilities

PRIMARY PURPOSE:

Assist the Sherlock Center Early Intervention Training and Technical Assistance Coordinator to provide training and technical assistance to Rhode Island Early Intervention Service Providers.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Collaborate with Early Intervention Training and Technical Assistance Coordinator and with the Rhode Island Department of Human Services to conduct ongoing needs assessment.
- Collaborate with Early Intervention Training and Technical Assistance Coordinator and with the Rhode Island Department of Human Services to provide targeted technical assistance to the Early Intervention system.
- Develop technical assistance plans for specific disability areas such as vision, hearing, autism, and infant mental health.
- Serve as Early Intervention liaison to various community and specialty providers.
- Develop training curricula and technical assistance materials.
- Implement training and technical assistance activities to EI and other DHS programs.
- Collaborate with the Rhode Island Educational Advocacy Project to provide educational advocacy to eligible children who are in the Early Intervention system.
- Participate in other Sherlock Center work groups and activities as requested by the Director.

Occasional Job Functions:

Perform other duties and responsibilities as assigned.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's Degree in Early Childhood, Family Studies, or a related field.

Experience:

Five years of experience as an Early Intervention service provider, parent consultant, or other related position.

Skills, Knowledge, and Abilities:

- Knowledge of RI Early Intervention system.
- Knowledge of Child Development.
- Knowledge of Family Supports and Family Resources available in RI.
- Effective communication skills.

PREFERRED:

- Graduate degree.
- Life experience with individuals with disabilities and/or their families.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.