

# Service Coordinator

## Key Areas of Expertise

**Theoretical Foundations**

- Family-centered, strength-based practice
- Early intervention practices
- Child development
- Diversity

**Technical Expertise**

- Service coordination practice

**Policy, Rules & Regulations**

- Part C regulation & practice
- Other policy & regulation
- Employer rules

**Systems Expertise**

- Local & state human service systems
- Local service delivery systems & resources
- Early On@Michigan systems
- Role/expectations

**Working With Others**

- Building & maintaining relationships
- Influencing & encouraging
- Supporting others
- Collaborating
- Building teams
- Resolving conflict

**Communicating**

- Communicating orally & in writing
- Facilitating groups
- Listening

**Thinking**

- Analyzing information
- Thinking creatively
- Solving problems
- Exercising sound judgment

**Administration**

- Planning & organizing
- Managing time
- Multi-tasking

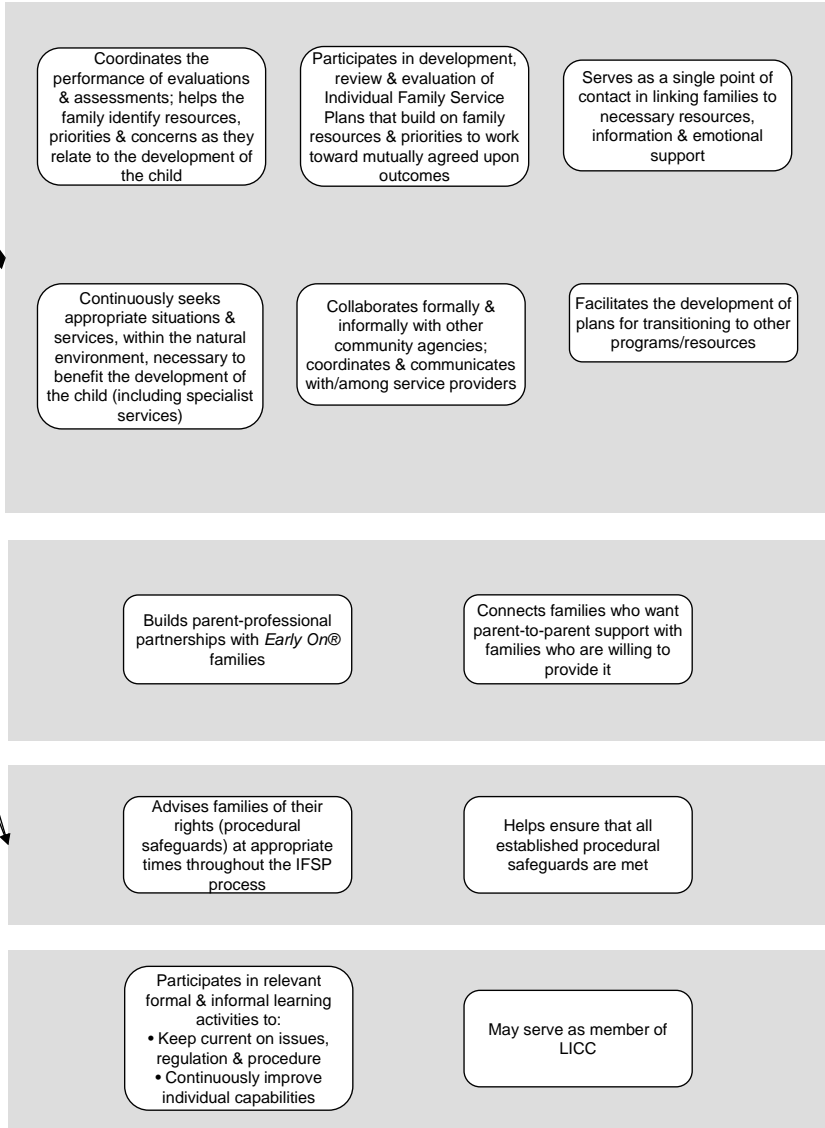
**Essential Characteristics**

- Vision, passion & commitment
- Initiative & self sufficiency
- Empathy & compassion
- Credibility
- Risk tolerance
- Resilience
- Adaptability

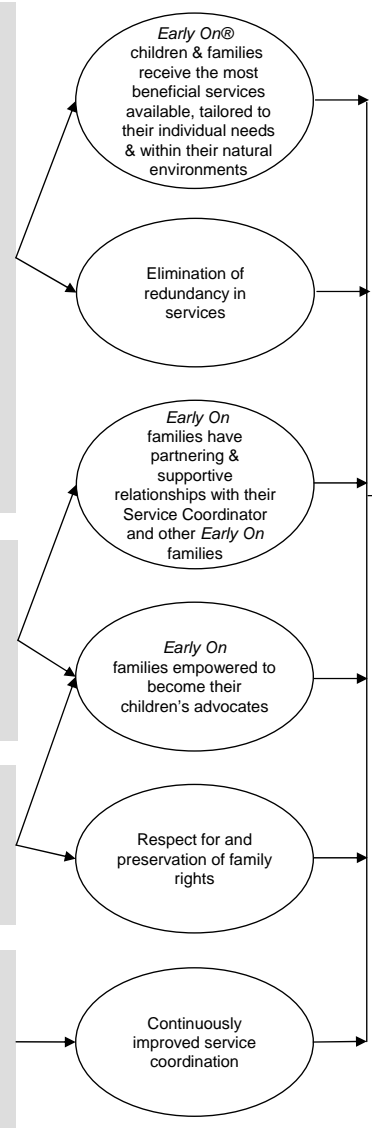
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## Key Responsibilities



## Role Outcomes



## Early On@ System Goals

