



CAREER OPPORTUNITY

Monitoring Consultant (Program Administration Specialist I)

The Department of Behavioral Health and Developmental Services, serving as the State Lead Agency for Virginia's Part C Early Intervention System is seeking two (2) experienced quality assurance professionals for the Infant and Toddler Connection of Virginia. These positions are responsible for assisting to ensure an effective statewide general supervision and monitoring system to meet the federal requirements of the Individual with Disabilities Education Improvement Act (IDEA), Part C and support the continuous quality improvement of Virginia's early intervention service delivery system. These positions are directly responsible for monitoring local early intervention systems efforts to meet Federal and State requirements.

Core responsibilities include working collaboratively with a diverse group of stakeholders including 40 local early intervention systems to promote understanding, implementation and monitoring of the federal and state requirements to implement IDEA at a state and local level; identification, coordination, collection, verification and analysis of data for federal and state reporting related to Virginia's compliance with the requirements of IDEA, ensure timely correction of identified noncompliance with IDEA requirements at the local level; and facilitate the development of materials needed to assist the State and Local early intervention systems with oversight of their general supervision and monitoring systems. One position will cover the western part of the state with the ability to telecommute and one will be located in Richmond at the central office.

Qualifications: Bachelors degree (or equivalent combination of education, training and experience) in a human service field and knowledge of IDEA, Part C. Experience providing training and technical assistance to support staff. Comprehensive oral and written communication skills including the ability to provide technical assistance to a diverse group of stakeholders and to facilitate stakeholder meetings. Self motivation and initiative with the ability to handle multiple competing tasks. Demonstrated ability to compile and analyze data through use and maintenance of databases, data retrieval and manipulating data for reports. Experience conducting research, compiling information and disseminating materials to other team members.

Positions: **#00395 (Restricted)**

Hiring Range: **up to \$58,000**

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