



Bright Future for the Children LLC

Service Coordinator Contract

This contract is made and entered into on this _____ (date), between _____ (hereafter, referred to as the “**Service Coordinator**”) and The Early Intervention Program (EIP) of Bright Future for the Children LLC (hereafter referred to as the “**Agency**”).

The Service Coordinator will agree with the Agency’s established policy as detailed below as this will further ensure the sustainability of the Agency:

1. The Service Coordinator agrees to staff cases with the Agency before attempting to staff such cases with another agency;
2. The Service Coordinator agrees to give the Agency up to five (5) business days to staff each case before offering such case to another agency;
3. In the event that the evaluation is being done by another agency and the child is eligible for service, the Service Coordinator agrees to ensure that the services remain with Bright Future prior to attempting to staff with an outside agency;
4. The Service Coordinator agrees to only transfer a case to an outside ISC/OSC after obtaining consent from the Service Coordinator Supervisor and Program Director in writing (via email);
5. While under training, the Service Coordinator will receive a biweekly salary of \$1,200 for a total of 3 months from the date of hire. If the Service Coordinator’s per-diem work exceeds \$1,200 for any pay cycle during the training period, the Service Coordinator will receive the higher pay for the per-diem work in lieu of the salary amount;
6. Within this 3 month training period, the Service Coordinator agrees to train full time with our Service Coordinator supervisor;
7. The Service Coordinator agrees to come into the office at the discretion of the Service Coordinator supervisor throughout the training period and on an ongoing basis (as needed);
8. Any days missed during the 3 month training period will be deducted from the Service Coordinator’s bi-weekly payment. In addition, if several days are missed, this may result in extension of training period at the discretion of the supervisor;
9. Upon completion of the 3 month training period, the Service Coordinator agrees to:
 - Be transitioned to per-diem pay status;
 - Obtain and manage a full-time caseload;
 - Work full-time with Bright Future for one full calendar year (unless released by the Agency);

10. Upon transition to per-diem status, the Service Coordinator will earn \$13.00 per unit. In addition, the Service Coordinator will be eligible to receive yearly bonuses based on performance and based on meeting and/or surpassing the required unit quota;
11. Upon transition to per-diem status, the Service Coordinator agrees to meet a weekly quota of at least 100-125 billable units per week ;
12. As per Bright Future's billing submission policy, Service Coordinators are to bill within 30 days of the date of service. If any claims are entered 60 or more days from the date of service, those claims will receive a payment penalty of \$0 for each claim.
13. The Service Coordinator agrees to be fully vaccinated and show proof of this requirement.

To Resign From Bright Future in 'Good Standing' Status, All of the following must Apply :

- The Service Coordinator must give at least a 30 day notice in writing to the Agency
- All paperwork/casework documents must be up to date and all cases must be properly transferred to another ISC/OSC
- All requests made by the Agency or Service Coordinator Supervisor must be completed
- Final paycheck will be distributed upon successful completion all documents, paperwork, billing and/or requests

The Agency reserves the right to execute the following disciplinary measures in the event the Service Coordinator gives away the cases to another agency without Bright Future having the opportunity to staff the case with one of Bright Futures' providers and/or do not adhere to the other above stated requirements:

- First occurrence: Verbal & written warning
- Second occurrence: Verbal & written warning
- Third occurrence: Termination

Acknowledgment

I have read this contract and fully understand and agree to all the provisions contained herein. I understand and agree to all terms and conditions herein stated as a condition of my employment as a Service Coordinator.

Name of Service Coordinator _____

Signature of Service Coordinator _____

Today date _____

Name of Employer Rep _____

Signature of Employer Rep & Title _____

Today date _____