

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION

Position Title: **DEVELOPMENTAL SPECIALIST**

Department: Help Me Grow (HMG) / Early Childhood

Location: 128 South Main Street, New Lexington, OH 43764

Supervisor: Director of Non-Vocational and Children Services

Normal Working Hours: Routinely 8:00am-4:00pm, Monday through Friday, may be required to flex schedule and work evenings

FLSA Status/Classification: Non-exempt, Overtime eligible, Classified

Salary Range: Range 10

Safety-sensitive: No

SUMMARY

Under the general guidance and professional direction of the Director of Non-Vocational and Children Services, the Developmental Specialist provides specialized instruction, parental coaching for families who have children who are eligible for Early Intervention (EI) services under the Individuals with Disabilities Education Act, Part C. The Developmental Specialist works with considerable independence performing evaluations and assessments for children referred to and enrolled in Help Me Grow Early Intervention in accordance with the Ohio Department of Developmental Disabilities (DODD).

MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE

- Completion of Bachelor's Degree in a related field OR Bachelor's Degree in an unrelated area and 2 years of full-time, supervised work with children birth to 5 years old with developmental disabilities OR valid license in a related area of expertise
- Obtain and maintain DODD Developmental Specialist Certification
- Valid driver's license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position.
- Acquire and maintain Board approved First Aid and CPR certification
- Six to twelve months experience working with infants, babies, and toddlers with developmental disabilities, preferred.

KNOWLEDGE / SKILLS / ABILITIES

Knowledge of:

- Infant/toddler growth and development, family dynamics, disabilities and risk factor, transdisciplinary teaming, and intervention program planning
- Principles and methods of: early childhood development; early intervention; special education; learning disabilities; developmental disabilities; psychological and behavioral disorders; parent education and coaching strategies; evidence-based practices in Early Intervention; proper lifting techniques
- Part C rules and regulations related to early intervention services
- Community resources

- Individual Family Service Plan development, implementation, content, and functional outcomes

Skills in:

- Excellent computer literacy and data entry skills, including but not limited to: Microsoft Office products including Word and Excel
- Excellent verbal and written communication effective interaction with internal and external customers.

Ability to:

- Communicate effectively in a clear and concise manner, both written and oral, with co-workers, associates, students, adults, supervisors, and children
- Handle sensitive information and maintain and follow policies and rules regarding confidentiality
- Comply with professional ethical standards, maintain professional decorum, and act in a professional manner in family homes
- Work cooperatively with the Help Me Grow Service Coordinator in transitioning children from early intervention to preschool special education services
- Demonstrate regular and predictable attendance
- Assess the level of safety, both personal and child's, in all home environments
- Adhere to Ohio's Mandated Reporting requirements in accordance with Ohio Revised Code

PROBATIONARY PERIOD

300 Days

WORKING CONDITIONS

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 55% in office, 45% travel and out of building commitments/in family home environments.

Work Pace – Normal working hours are 40 hours per week, typically Monday through Friday, as assigned by supervisor. Daily schedule must be flexible with the availability to work outside normal business hours, as necessary to accommodate family schedules, including evenings and potentially weekends.

Physical Demands – Position requires frequently alternating between sitting, standing and walking. Must be able to physically lift, carry or move, and engage in play with children in a safe manner.

POSITIONS SUPERVISED

None

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

90% Provide home-based visits to families of children who are eligible for Early Intervention services. Provide play-based interventions led by the Early Intervention Team and Individual and Family Service Plan (IFSP) strategies. Establish and maintain a cooperative and communicative relationship with families and team members. Plan and implement evidence-based early intervention services to eligible infants and toddlers and their families within natural environments.

Assess and evaluate the needs of the family and/or child(ren) using appropriate evaluation and assessment tools. Summarize results and design programs of activities and instruction for families based on family needs and priorities. Take part in IFSP team meetings.

Maintain DODD and Help Me Grow required documentation and records for children receiving Early Intervention services.

10% Participate in inter-agency meetings and special projects as it relates to early intervention. Assist with public awareness activities and campaigns. Serve on committees, as requested. Attend conferences, workshops, seminars and meetings designed to enhance professional growth as permitted and/or requested by administration. Perform other duties as requested.

DECLARATION

As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

Signature

Date