capability HEALTH & HUMAN SERVICES

Job Description

Job Title: Developmental Specialist 1 FLSA: Exempt

Reports To: Sr. Director of Children Services Updated:07.26.21

Job Summary:

Using a family centered model, within the confines of a natural environment, a Child Developmental Specialist will develop and facilitate activities promoting the overall development of children with disabilities and their families. This position provides home-based instruction and case management/service coordination to children under the age of three with disabilities under the Part C federal regulations of the Individuals with Disabilities Education Act (IDEA).

Essential Functions and Responsibilities:

- Develop ideas, plans and procedures for initiation, expansion, improvement, and evaluation of Early Intervention (EI) for the benefit of children and families with special needs.
- Assess cognitive, physical, social domains and language development for children and recommend appropriate activities to enhance growth and development of children.
- Promote family involvement, advocacy and support family decisions.
- Using a family centered model, working within natural environments, build an appropriate and professional relationship with children and families.
- Conduct child assessments, as well as re-assessments, and create evaluation reports incorporating assessment tools, caregiver reports, and professional reports.
- Participate in home visitations with eligible families, identifying strengths and needs of both child and family.
- Attend and observe one (1) therapy session per child per month when appropriate.
- Submit a progress report or DAP note per visit for each child

and family served in the EI Program.

- Organize and maintain the Individualized Family Service Plan (IFSP), including, but not limited to, assessments, update family needs and priorities, transition planning and up- to-date health history; provide a minimum of 2400 minutes of targeted case management for families to assist in providing resources and and ensuring the development and implementation of Infant Family Service Plan.
- Assist in the set-up and facilitation of playgroups.
- Attend staff and program meetings.
- Comply with all state, federal and program policies, standards, and timeliness
- Keep consistent records and meet timelines for reporting and conduction of assessments.
- Maintain records on all children enrolled in the Early Intervention Program.
- Other duties as assigned.

Skills and Abilities:

- Excellent written and verbal communication skills.
- Ability to prioritize assignments.
- Ability to complete assigned tasks.
- Ability to work without constant supervision.
- Ability to work on a daily basis with people that may have severe, profound and/or multiple disabilities.

Qualifications (education, training, experience, licenses)

- Bachelor’s degree early childhood, special education, human growth and development, psychology, counseling, social work or a closely related field required.
- Minimum one (1) year of experience working with children birth to 3 years old.
- CPR and First Aid Certification required.
- Proficiency with Microsoft Office (Word and Excel) required.
- Valid Nevada driver’s license required.
- Must possess or obtain an endorsement in Early Childhood Special

Education issued by the Nevada Department of Education or a comparable certification issued by the Nevada Individuals with Disabilities Education Act (IDEA) Part C office within three years of date of hire or a comparable certification. In addition, at least one course MUST be completed within the first year of employment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to stand, use hands to handle or feel objects, tools or controls, frequently talk or hear, reach with hands, lift arms above and below shoulder level, occasionally required to sit, stoop, kneel, crouch or crawl.

The employee must be able to lift and/or move up to 25 pounds. Occasionally lift and/or move up to 25lbs. On regular occasions lift and/or move up to 50lbs and can request assistance if needed. Specific vision abilities required by this job include: close vision.

Working Conditions

This position will require at least 75% travel within the service delivery area. This position will be out in Las Vegas area outdoor weather conditions, including extreme heat, extreme cold, wind, poor air quality and wet or humid conditions, etc.

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Employee Name (please print)

Employee Signature Date