

POSITION TITLE: **EARLY INTERVENTION DEVELOPMENTAL SPECIALIST**

QUALIFICATIONS: Bachelor's Degree in education, health, social or behavioral science, social services, human services or other related field required.
Possesses or qualifies for Early Intervention Services Certification from the Ohio Department of Developmental Disabilities.
Valid driver's license and reliable transportation to carry out home visits
Freedom from substance abuse
Satisfactory BCI check (Bureau of Criminal Investigation)

CLASSIFICATION: Full time professional position, classified
12 months per year, 210 days (32 hours per week, 1680 hours per year)
Flexible hours required, Monday-Thursday between 7 am and 6 pm
Eligible for overtime
Probationary period 300 calendar days

PRIMARY FUNCTION: To provide appropriate service and supports to infants and toddlers who have developmental delays or disabilities to enhance the family's ability to meet the developmental needs of their child or children.

WORK PERFORMED: *1) Provide educational and developmental services in the child/family home or other natural environment(s) where the child participates in his/her daily routines. Services shall be provided through a teaming approach based on adult coaching in which one member of the team is a Primary Service Provider and receives support from other team members.

*2) Plans and implements integrative developmental strategies which are modeled and taught to parents and caregivers during visits to them at home or in the community.

*3) Participate in the development of Individual Family Service Plan (IFSP) goals, which includes functional outcomes based upon the needs of the child and family and an appropriate frequency, duration, and intensity of services to meet the outcome(s).

*4) Prepares professional reports and records as required including quarterly and annual reports, IFSP reviews and evaluation team reports. Ensures the confidentiality of all such information.

*5) Maintains and submits required billing, case notes and time keeping logs according to required deadlines.

*6) Provides training and consultation to families and Early Intervention Team members on how to implement strategies that encourage overall development and independence in the child's natural environment(s).

*7) Prepare families and their child for transition by completing necessary paperwork and participating in transition activities.

*8) Participates in weekly team meetings and recommend children for teaming and quarterly updates.

- *9) Schedules home visits according to the needs, activities and routines of the family as much as possible.
- *10) Modify, as necessary, intervention methods, materials, techniques, home, childcare, and other learning environments, to facilitate learning and goal attainment.
- *11) Maintain an up-to-date calendar and schedule of early intervention activities
- *12) Participate in special training and staff programs such as in-services, staff meetings, and specialized program to enhance professional knowledge and abilities.
- *13) Establish a professional rapport with families and act as the liaison in communication between the family and the Early Intervention program.
- 14) Communicate clearly both orally and in writing.
- 15) Maintain positive working relationships with administration, parents and Early Intervention staff.
- 16) Communicate with parents on an ongoing basis to assure that the unique needs of their child are being address.
- 17) Serve as an information resource for parents and other child care facilities.
- 18) Performs other related duties as assigned by the Early Childhood Services Supervisor.

* = Essential function

- PHYSICAL REQUIREMENTS:
- 1) Standing or sitting for periods which may exceed one hour.
 - 2) Squat, crouch, crawl and/or kneel for periods which may exceed one hour.
 - 3) Lift or support students weighing up to 50 pounds.
 - 4) Carry children weighing up to 50 pounds.
 - 5) Bend at waist frequently; climb occasionally
 - 6) Simple grasping, light pushing/pulling and/or fine manipulation both hands.
 - 7) Reach above shoulders frequently, both sides.

IMMEDIATE SUPERVISOR: Early Childhood Services Supervisor

Note: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

Employee signature

Date

Revised February 2023