



A Utah Department of Health Baby Watch Early Intervention Program

Job Title:	Child Development Specialist
Position Type:	Full-time, Exempt, Benefits Eligible
Location:	Salem, Utah/ Nebo School District Boundaries
Salary Range:	\$38,000-50,000/year
Supervisor:	Associate Director

Position Summary

The Child Development Specialist (CDS) plays a key role in delivering quality early intervention services required under IDEA Part C. As a member of the multi-disciplinary team, the CDS provides special instruction in individual, family and group settings to infants and toddlers enrolled in the Kids Who Count (KWC) early intervention program.

Minimum Qualifications:

- Bachelor's degree in a field related to early intervention. Kids Who Count (KWC) verifies both degree attainment and educational institution accreditation following an offer of employment.
- This position requires the use of personal vehicle with continuous automobile insurance that meets state minimum insurance requirements.
- Must pass a Background Criminal Investigation and have an acceptable driving record.
- Must be proficient in using a PC and/or tablet for email communication, scheduling, data entry and to submit and maintain personal work records.
- Credentialing from the State of Utah as an Early Intervention Specialist-II is required within 6 months from date of hire.
- Some evening and weekend work is required.
- Spanish speaker preferred
- Proof of COVID-19 vaccination

Physical Requirements:

- Hearing/listening, lifting, manual dexterity, pulling/pushing, seeing, sitting, speaking, squatting/kneeling, standing, and walking. In addition, s/he must be able to play actively with children on the floor and must endure some environmental health risks common to family homes, such as pets, second hand smoke, etc.
- Must be willing to wear a facial covering over nose and mouth and submit to symptom and temperature checks to enter the KWC center, client home and other community environments

Preferred Qualifications:

- Demonstrated knowledge of early childhood development, including behavioral, communication, cognitive, social-emotional, self-help, sensory and self-regulation, general health and nutrition, and gross and fine motor.
- Ability to identify atypical development and risk factors (“red flags”) in both infants and toddlers.
- A knowledge of various disabilities and how they impact development.
- Experience conducting developmental evaluations using criterion and norm-referenced instruments and assessment tools to assist in determining a child’s eligibility for early intervention services.
- The preferred candidate will demonstrate understanding and respect for family-centered early intervention services philosophy provided under Part C of IDEA.

Essential Skills:

- The ability to communicate in English in both written and verbal formats on a professional level.
- Proficiency in organizing and managing work materials and a personal work schedule. The ability to keep timely and accurate records including time sheets, service documentation, required electronic data entry and compliance, task lists, caseload lists and reports.
- Proficiency in using a PC: sending/receiving email, keeping an up-to-date electronic schedule, using a database, accessing information in web-based formats, conducting online research and composing and editing documents. Proficiency in accessing information in web-based formats, conducting research and developing and presenting
- The ability to collaborate with team members, follow established policies and procedures, respond promptly to communication, attend meetings and activities regularly, meet assigned deadlines, and resolve problems.
- The ability to lead a team, motivate others and monitor program performance.
- Establish and maintain relationships of mutual respect and trust with client families, co-workers, and community partners.

Job Responsibilities:

- **Conduct developmental evaluations using criterion and norm-referenced instruments and assessment tools to assist in determining a child’s eligibility for the program.**
- **Collaborate with the team to develop an Individualized Family Service Plan (IFSP) to appropriately address the child and family developmental concerns. Educate parents on their child’s developmental progress. Conduct ongoing assessment in all areas of child development.**
- **Utilize coaching strategies to facilitate the parent-child relationship and enable parents to enhance their child’s development and achieve IFSP outcomes.**
- **Implement individual and group activities at home visits or the center to teach families strategies for optimal development.**
- **Write reports and maintain proper documentation of information, such as client records, caseload activities, including the initial evaluation, treatment, progress and discharge of clients.**
- **Assists parents with Medicaid, SSI, and other programs that might be beneficial for the child and their family.**

