



**Title:** Child Development Specialist (CDS)  
**Department:** Early Intervention  
**Classification:** Non-Exempt  
**Reports to:** Director of Clinical Services  
**Revised:** August 2022  
**Wage:** 20.00/hour+ depending on experience and qualifications

**Summary:**

Works in partnership with families to provide global infant stimulation to individual children (ages 0-3 years old) with or at high risk for developmental delays in the home environment. Facilitates a positive relationship between child, family members, and staff and supports families as they implement the goals of the program at home.

**Essential Duties and Responsibilities**

**Quality of care:**

- Facilitates activities to promote skill development to address Individualized Family Service plan (IFSP) goals.
- Performs developmental assessments on each child when requested by RCOC, at least bi-annually, using standardized assessment tool.
- Provides guidance to families to support developmental progress.
- Provides evidence-based psychosocial support to children and families.
- Provides evidence-based behavioral support and parent education to improve child coping and compliance with daily life routines and therapy goals.
- Works with Therapy Team to provide global infant stimulation.
- May assist families in completion of forms and applications.
- Screens for and reports abuse and neglect.

**Communication:**

- Communicates with Director of Clinical Services regarding case management issues.
- May communicate with RCOC service coordinators as needed to discuss children and services.
- Communicates appointment cancelation or request for rescheduling with administrative team.
- Completes internal documentation including daily notes, home visit attendance records, mileage reports, and maintains client data in on-line data base including attendance and observation notes. All attendance and observation notes must be completed within 24 hours of seeing the child.
- Serves as advocate and resource person to secure services and access information.

### **Program Coordination and Administration:**

- Works with RCOC service coordinators to develop IFSP for each child bi-annually and implements program plan.
- Support families in scheduling consultation visits with physical, occupational and speech therapists as needed.
- Maintains client records.
- Prepares reports:
  - Progress Reports – as needed
  - RCOC Special Incident Reports (SIR) – as needed
  - Exit Reports – as needed
- Attends meetings:
  - Early Intervention staff meeting – monthly
  - All Therapy meeting – first Wednesday of every month
  - UP ALL staff meeting – quarterly

### **Requirements:**

- BA/BS degree in child development, education, social work, child psychology, behavioral science, special education or related field required
- 2 years' work experience in early childhood development required
- Requires local travel, valid CA driver's license, automobile insurance and reliable transportation.
- Must successfully pass job-related health screening, background check and company commercial auto policy acceptance.
- Must be screened for tuberculosis or provide proof of negative test result within past six months.
- Must provide proof of Covid 19 Vaccination including full name, date of birth, vaccine manufacturer and date of vaccine administration for one or both doses. You may ONLY be exempt from the vaccination requirement upon completing and signing a declination form due to a Religious Belief or a Qualifying Medical Reason. If you are declining vaccination due to a Qualifying Medical Reason, you must also provide a note from your health care provider, date and signed. The medical documentation must indicate the probable duration of your inability to receive the vaccine if the duration is unknown or permanent.
- Must complete UP approved CPR/First Aid training or provide proof of certification.

### **Knowledge and Skills:**

- Ability to represent UP in ethical and professional manner.
- Ability to exhibit UP values including the ability to focus on producing positive results, use resources wisely and effectively, demonstrate compassion, empathy and respect, respond to community needs with innovative solutions, and foster inclusion of entire family in consumer's life.
- Communication skills including strong interpersonal skills, and ability to speak, read and write effectively in the English language.
- Ability to communicate in Spanish preferred
- Ability to work both collaboratively and independently.

- Ability to work effectively with diverse groups of people.
- Ability to organize, prioritize and meet deadlines.
- Ability to exercise independent judgment and reach logical, practical decisions.
- Ability to maintain confidentiality and exercise discretion.
- Detail orientated
- Patience, initiative, enthusiasm, adaptability, resourcefulness.
- Proficiency in Microsoft Office, Outlook, Internet, and database management.

**Language Skills:**

- Ability to communicate in English. Bilingual in English/Spanish or English/Vietnamese is preferred.
- Reading and Writing – able to read instructions, write emails, read and comprehend reports and assessments.
- Speaking – able to speak with consumer, supervisor, and general public.

**Physical Demands:**

- Employee may be required to stand; walk; sit; use hands; reach; climb stairs; balance; stoop, kneel, crawl or sit on the floor; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Noise level in the work environment is usually moderate.
- *The physical demands and work environment characteristics 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.*

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing 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, must be available to work weekends, holidays. The noise level in the work environment is usually moderate.

**Unlimited Possibilities is an Equal Employment Opportunity (EEO) employer:** We prohibit unlawful discrimination on the basis of any characteristic protected by applicable local, state or federal law.

I have reviewed and understand the responsibilities of the position of Child Development Specialist.

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Print Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date