



Preble County Board of Developmental Disabilities

200 Eaton Lewisburg Road, Suite 200 Eaton, Ohio 45320 – Telephone (937) 456-5891 Fax (937) 456-1760

NOTICE OF AVAILABLE POSITION
Developmental Specialist

DESCRIPTION: Employee is responsible for providing instruction and learning experiences for qualified children with disabilities (under 3 years old) and their families to facilitate the child's overall development and independency. Although the employee is assigned to work a regular schedule, the employee is expected to remain flexible and willing to work a schedule that best meet the needs of individuals served and the agency. Hours may include evening and weekend hours to conduct home visits and meet with families. Acquires and maintains required certification, and participates in training activities as assigned. Performs other duties as assigned, may be required to lift and carry up to 45 lbs. short distances.

QUALIFICATIONS: Bachelor's Degree in Early Childhood Education, Special Education, Social Work or related field required. Experience working with infants and toddlers who are at-risk of or have developmental delays. Must meet all agency employment requirements including but not limited to successful BCI/FBI background screen, drug screen and compliance with driver qualifications. Valid Driver's License & access to a motor vehicle. Must acquire Developmental Specialist credentialing within one (1) month of hire. Satisfactory results of registry records checks.

Knowledge: Special education and early intervention strategies and methods, child development; child developmental disabilities; services required by infants with disabilities from birth to three years old; family dynamics of families with a developmentally delayed child; social service delivery systems and resources; adaptive equipment; eligibility requirements and access for Medicaid funded services; guardianship, trusts and other legal issues involving individuals served and their families; rights of individuals with disabilities and resources for ensuring compliance; ethical and professional conduct; documentation and reporting requirements; protective health and safety practices, including safe lifting and infection control practices.

Skills: Case management; caregiving; verbal and written communications; operating and instructing in the use of adaptive equipment; operation of a computer and AV equipment; application of job software; typing and word processing, maintain records and documentation in compliance with requirements; prepare reports; managing comprehensive case management record system; interviewing and case note development.

Abilities: Effectively communicate needs of individuals in advocacy for services, supports, and recognition of rights; handle multiple tasks and effectively establish priorities; represent the program in a professional manner, including when advocating for individual needs in uncomfortable environments or situations; work independently on projects or issues affecting individuals served, their families and caregivers; effectively coordinate services for the child and family; engage families so they implement strategies and interventions; develop good rapport with individuals with varying disabilities and abilities; work independently in a variety of home and community based settings; analyze assessments and other information to develop strategies and plans that best meet individuals' needs; effectively instruct infants, parents and caregivers as determined by the IFSP process; and develop appropriate action plans to meet an individual's needs; develop good rapport with individuals with varying disabilities and abilities; exhibit understanding and empathy for individuals with disabilities; maintain confidentiality of confidential or sensitive information; develop and maintain appropriate and effective working relationships with individual's served, their family members, service agency representatives and other external job contacts; exhibit flexibility in performing job tasks; adapt effectively to a changing work environment; exhibit teamwork when working with coworkers; demonstrate requirements specified in ORC 5123.02.

IMMEDIATE SUPERVISOR: Early Intervention Supervisor

LOCATION: Preble County Board of Developmental Disabilities, 200 Eaton-Lewisburg Rd, Eaton, Oh 45320

WORKING HOURS: 40 hours per week, 8:00AM to 4:00PM, flexible schedule based on individual/agency needs

SALARY and BENEFITS: \$20.91-\$24.67 per hour, based on education and experience. Medical, dental, vision, life insurance, OPERS retirement, vacation, sick leave and flexible work options.

APPLICATIONS: Apply online at <https://www.prebledd.org> or email careers@prebledd.org for more information.

DATE POSTED: August 29, 2022

APPLICATION DEADLINE: September 16, 2022