



JOB POSTING

JOB TITLE:	Child Development/Disabilities Specialist		
PROJECT:	Early Head Start (EHS)		
LOCATION:	Kootenai County		
STATUS/HOURS:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<u>40</u> Hours per week	<u>100%</u> FTE
FLSA STATUS:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
PAY:	\$3,284.67/month DOE		
REPORTS TO:	Program Director		
POSTING DATES:	May 21 – June 18, 2019		

SUMMARY: The Child Development/Disabilities Specialist and Coach, a member of the Leadership and Monitoring Teams, provides consultation with families, coachees, and staff, identifies and develops educational materials related to prenatal and post-pregnancy and children, updates policies, procedures and forms, monitors services and tracks outcomes, participates in community collaborations, and provides staff training and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Local and Program-wide Leadership

- Across both specialty areas (i.e. child dev/disabilities and coaching), understand and implement best practices, federal, state, and local regulations, monitor and measure performance outcomes and progress on goals and objectives, and serve as a direct resource for staff and parents by developing/revising materials, providing referrals, researching information, providing training and consultation, and supporting staff in getting necessary documentation required
- Implement Head Start Performance Standards and other regulations that affect the program
- Understand and implement MSEHS' and the Office of Head Start's philosophy, goals, priorities, and initiatives in a timely manner, measuring progress and outcomes
- Maintain a family centered, strength and relationship based approach to services that includes reflective inquiry and coaching
- Participate on committees such as Literacy, Child Development, Coaching, Health/Wellness, Planning, School Readiness, Self-Assessment, etc. (as appropriate)
- Serve as a member of the Leadership and Monitoring Teams to monitor services, analyze data, and plan continuous improvement activities that support quality services delivery
- Foster a work environment encouraging teamwork, creative thinking, positivity, and quality

2. Staff Training and Support

- Provide (or secure presenters to offer) orientation and ongoing child development and disability related training for program staff, to include follow up guidance, individualized support as staff complete their daily work, and analysis of, and action on, training outcomes
- Plan group and site-level trainings, and participate in check in meetings, staffing, and file/portfolio reviews to provide information, resources, discussion, and monitoring of services

- Support coaches/coachees in their work, ensuring practice-based coaching is delivered with fidelity, and that staff are progressing in the goal setting process
- Provide individualized coaching support for staff who need extra support
- Meet with staff regularly to provide ongoing support and technical assistance
- Regularly travel to all sites to consult and coach with staff. As requested, participate in site staff meetings or other program activities for additional support

3. Planning and Monitoring

- Analyze assigned monthly program-wide reports for component areas. Ensure timely completion of required screenings and assessments, referrals, follow up, and documentation
- Coordinate purchasing component resources and materials for all sites as requested
- Annually review/revise policies, forms, instructions, service guides, and staff training materials
- Use data collected to analyze services for children and families as well as progress on goals for continuous improvement of program services and staff development
- Conduct playgroup observations (at least annually) and provide follow up support as needed
- In partnership with coaches/coachees and/or other Leadership staff, analyze coaching data to determine if coaching is occurring as intended and with fidelity, staff are achieving their coaching goals and progressing in a timely manner, and that coaching is having a measurable impact on home visitor practices and school readiness goals; develop plans to modify the coaching process and system as appropriate and informed by coaching data
- Oversee the revision and implementation of School Readiness Goals, including annual review and gathering parent and Policy Council input into the goals
- Collaborate with the Parent-Family Community Engagement (PFCE) Coordinator to ensure inclusion of relevant PFCE data and program strategies into MSEHS' School Readiness Goals

4. Community Collaboration

- Maintain an active presence in MSEHS' communities, looking for ways to develop and promote collaborative projects and relationships
- Encourage community members to become involved in program planning, decision making, volunteer activities, and evaluation of MSEHS' services
- Participate in interagency meetings and staffing in order to remove barriers, identify ways to increase access to services and improve program efficiency

5. Professional Development

- Participate in reflective check in sessions and performance appraisals, setting personal goals for professional development
- Support coaches/coachees in their professional development, including analysis of their strengths and areas for development
- Attend local, regional and national conferences, workshops and training to maintain knowledge of current best practices in the field (travel may be required)
- Work with Regional Training & Technical Assistance Specialists to maintain knowledge of best practices, coordinate EHS initiatives driven by the Office of Head Start, and plan appropriate staff training and development

6. Special Assigned Duties

Each Specialist has specific responsibilities that relate only to their component area services. Specialists must sometimes work a flexible schedule, including some evening hours and occasionally weekend hours, and be willing to travel between sites for meetings and consultation with other staff.

This position supports the coaching system, helping to ensure a solid foundation is developed that includes training for coaches/coachees, processes for collecting and recording data are established, strategies and timelines for monitoring progress individually and programmatically are developed and communicated to stakeholders, and that feedback is sought by staff to make changes.

Child Development/Disabilities Specialist

- Bring child development and disability concerns to the Health Services Advisory Committee (or other committees), participate in discussions, and complete follow up activities identified
- Ensure staff is trained to use developmental and sensory screening and assessment tools and understand when and how referrals should be made
- Ensure staff is trained to use assessment tools, outcome databases, and identified curriculum
- Ensure staff is trained and using the curriculum and practice-based coaching to fidelity
- Consult with staff about child developmental, behavioral and disability issues including the need to secure individualized services for children with disabilities and/or developmental delays
- Provide child development and disability education activities and resources for staff and families
- Develop relationships with the child development/disability community and participate in committees/organizations and projects

Preconditions and Understandings:

- Be willing to travel between sites for training, meetings, consultation, staffings, and monitoring
- Current driver's license, proof of State required liability insurance, and access to a well-maintained vehicle
- Complete a physical exam and TB screening upon hire. Staff who test positive for TB will be expected to follow medical guidelines. Complete periodic re-exams as prescribed by your health care provider
- Be aware of your health care provider's, MSEHS' Health Services Advisory Committee's and the Center for Disease Control's immunization recommendations
- Be willing to obtain and maintain current CPR/1st Aid certification
- Pass a pre-employment criminal background check that meets federal requirements and every 5 years thereafter, if employed
- Maintain confidentiality and protect any personally identifiable information
- Regular and predictable attendance is an essential function of this job

QUALIFICATION REQUIREMENTS:

Minimum requirements:

- Education: Position requires a baccalaureate or advanced degree in early childhood education, or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience, and 3 years professional experience;

Preferred requirements:

- Master's degree or above in Child Development or a closely related field and 2-3 years of additional training/experience/supervision related to working with at risk populations in a non-profit business setting;
- Professional experience required includes training and experience in the theories and principles of child growth and development, early childhood education, and family support as well as training and experience in securing and individualizing needed services for children with disabilities;

- Experience supervising activities, projects, or people and
- Experience with family and child centered planning, home visiting, and working with at risk pregnant women and children;
- Experience resolving conflicts constructively and coaching higher performance;
- Proficiency in Microsoft Suite and computer literate with regard to email and internet use;

CERTIFICATES, LICENSES, REGISTRATIONS

None

WORKING CONDITIONS

Works in general office environment, in family participant's homes and outdoors

PHYSICAL REQUIREMENTS

Must be able to tolerate heat and cold, and to drive to family participants' homes in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. May be required to lift up to 40 pounds. Some travel by car and by air may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

To Apply:

Complete the required Jannus, Inc. Employment Application available at www.msehs.org (or www.jannus.org) and send with your cover letter and resume to msehs-info@jannus.org, fax to 208.664.4683 or deliver to 411 N 15th, Suite 200, Coeur d'Alene, ID 83814.

Jannus is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29 C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.

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