

POSITION TITLE: Child Development Specialist

SALARY LEVEL: Tier II

FLSA STATUS: Salary, non-exempt

REPORTS TO: Childrens Services Program Coordinator

HOURS: Full-time variable schedule across all shifts..

BENEFITS: Full-time: Wellness Leave, 7 Paid Holidays, Health, Dental & Vision
Sick leave, 401(K) Savings Plan

SUMMARY

The Child Development Specialist develops staff through classroom trainings and hand-on support and modeling. Provides support for children exhibiting emotional and behavioral concerns through direct interventions and the development of support documentation.

PRINCIPAL ACCOUNTABILITIES

All staff are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

1. Provide direct support, and professional development in the moment to Lead House Parents & House Parents as relates to the needs of children in collaboration and direct communication with Program Administration.
2. Provide on-going training and support for all staff.
3. Provide direct hand-on support and interventions for children exhibiting escalated emotions and/or behaviors. Maintain availability and flexibility to support staff with direct care of children when needed.
4. Maintain open and timely lines of communication with all staff.
5. Coordinate with Program Administration to plan and facilitate trainings.
6. Represent VB and appropriate programs in speaking engagements as necessary.
7. Serves as a community liaison representing VB through various meetings/committees appropriate to child abuse and neglect awareness.
8. Work with Program Administration to assist with the hiring process.
9. Support facilitating appropriate service referrals for children.
10. Able to use knowledge of child development and family systems in order to assess possible risk of neglect and abuse.
11. Familiar with and adherence to all established policies and procedures.
12. Other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers.
- Occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.
- Ability to hear, understand and distinguish speech and/or other sounds in person and on the telephone.

TRAVEL:

Occasional local travel. No overnight travel is expected.

WORK ENVIRONMENT:

Work is generally performed in a child center environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

- Noise: moderate to quiet, occasionally moderate to high.
- Climate control: primarily in an office.
- Exposure: occasionally outside events or activities, occasionally industrial kitchen equipment such as a hot oven or freezer
- Chemicals/Bloodborne Pathogens (BBP): high risk of exposure to mild bleach solutions and other cleaning/disinfectant chemicals, moderate risk of exposure to BBP

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must be compassionate, non-judgmental and have a passion for helping families.
- Skilled in organizing, prioritizing, and scheduling work assignments for self and co-workers.
- Ability to work well individually and as a team member.
- Must work well under pressure, time constraints and have ability to meet multiple needs simultaneously.
- Must be able to create effective training.
- Must be able to provide training and support employees.
- Positive leadership attitude, role, and example for staff to follow.
- Must possess a thorough understanding of Washington State's child welfare/protection system, and Spokane community resources.
- Skilled at maintaining strict confidentiality.
- Ability to work with higher needs children with sometimes challenging behaviors.
- Excellent communication skills.
- Proficient in Microsoft office required.
- Ability to learn new applications such as internal client management system, HRIS, etc.

MINIMUM REQUIREMENTS:

- Bachelor's degree required, in an Early Childhood Education or a related degree preferred.
- 2 years of experience working with young children and latency age children.
- CPR, Infant CPR are required but able to obtain/renew through Vanessa Behan classes.
- Food Handlers permit is required but able to obtain after hire.
- Successful completion of Washington State and National background check prior to hire. Completed every 3 years.
- Successful completion of fingerprint check prior to hire. Completed every 3 years if out of Washington state.
- Meet all current vaccination requirements.

Please note this job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____